

# GUIDELINES FOR WRITING A BUSINESS LETTER

## DATE

- The information is left-justified.
- The date is displayed using the following format: Month DD, YYYY (be sure to include a space after the comma)
- Example - March 31, 2009

## ADDRESS BLOCK

- The date and address block are separated by one blank line.
- The information is left-justified.
- The recipient information is properly formatted:

Full names of recipients

Organization

Street Address

City, State Zip (be sure to include two spaces between the state and the zip code)

Example:

Ms. Suzanne Fulton  
Vail Farm Elementary School  
1659 East Noxon Road  
Lagrangeville, NY 12540

## GREETING

- The address block and greeting are separated by one blank line.
- The greeting is left-justified.
- The greeting is a shortened version of the recipient's name followed by a colon (:)
- Examples
- If the full name is Ms. Suzanne Fulton, the greeting could be "Dear Ms. Fulton:"
- If the full name is Ms. Suzanne Fulton, the greeting could be "Dear Suzie:"

## BODY

- The greeting and body are separated by one blank line.
- Each paragraph in the body is left-justified.
- Paragraphs are separated by one blank line.

## CLOSING

- The body and the closing are separated by one blank line.
- The closing is left-justified.
- Three blank lines separate the closing statement from the name of the sender.
- A left-justified, hand-written signature is included in the space between the closing.
- The signature is written in blue or black ink.

## CONVENTIONS

- The writing follows the conventions of grammar, spelling, and language usage.