

**PERSONAL BUSINESS LETTER
FULL BLOCK-STYLE
TWO-POINT PUNCTUATION**

Full Block-Style

Every line begins at the left margin. This is the easiest and most commonly used letter.

For *short letters*, increase the space after the Date and the Complimentary Closing to give the letter a more visually balanced look.

Return Address 2x

1 blank line

Date

3 or more blank lines 4–8x

Inside Address 2x

1 blank line

Salutation: 2x

1 blank line

The **Body** of the letter usually has three paragraphs. The first paragraph introduces the topic and sets the tone of the letter. 2x

1 blank line

The second paragraph gives details, shares information, or makes a request. 2x

1 blank line

The last paragraph closes the letter, gives follow-up information, and concludes in a positive manner. 2x

1 blank line

Complimentary Closing, 4–8x

3 or more blank lines

Your Handwritten Name

Writer's Identification 2x

1 blank line

Notation (enclosure, carbon copy (cc), etc.)

Two-Point Punctuation

Include a colon (:) after salutation and a comma (,) after complimentary closing.