

## PERSONAL-BUSINESS LETTER FORMATTING NOTES

A letter written by an individual to deal with business of a personal nature is called a **Personal-Business Letter**. Block Format is commonly used for formatting personal-business letters.

Letters arranged in **Block Format** have all parts of the letter beginning at the left margin. The paragraphs are not indented. **Letter Margins**

Side Margin: 1"
Top Margin: 2"
Bottom Margin: 1"

### Basic Parts of Personal-Business Letters

The basic parts of the personal-business letter are described below in order of placement:

<b>Return Address:</b>	The return address consists of a line for the street address and one for the city, state and Zip Code.
<b>Date:</b>	Key the month, day and year on the line below the city, state and Zip.
<b>Letter Address:</b>	Key the first line of the letter (delivery) address a QS below the date. A personal Title (Miss, Mr., Mrs. Ms.) or professional title (Dr., Lt, Senator) is keyed before the receiver's name.
<b>Salutation:</b>	Key the salutation (greeting) a DS below the letter address.
<b>Body:</b>	Begin the letter body (message) a DS below the salutation. SS and block the paragraphs with a DS between them.
<b>Complimentary Close:</b>	Key the complimentary close (farewell) a DS below the last line of the body.
<b>Name of the Writer:</b>	Key the name of the writer (originator of the message) a QS below the complimentary close. The name may be preceded by a personal title (Mr., Miss, Mrs. Ms.).
<b>Special Parts of Letters:</b> In addition to the basic letter parts, letters may include the special letter parts described below	
<b>Reference Initials:</b>	If someone other than the originator of the letter keys it, key the keyboard operator's initials in lowercase letters at the left margin, a DS below the writer's name.
<b>Attachment/Enclosure Notation:</b>	If another document is attached to a letter, the word "Attachment" is keyed at the left margin, a DS below the reference initials. If the additional document is not attached, the word "Enclosure" is used. If reference initials are not used, "Attachment" or "Enclosure" is keyed a DS below the writer's name.

***See the EXAMPLE of a PERSONAL-BUSINESS LETTER on the next page!!***

2" Top Margin

Sample PBL

101 Kensington Place  
Brockton, MA 02401-5372  
November 6, 2013

QS - 4 Enters

Ms. Viola Bargas  
6776 Heidelberg Street  
Durham, NC 27704-4329

DS - 2 Enters

Dear Viola

DS - 2 Enters

It will be great to have you living in Brockton again. Your promotion to vice-president of the marketing division is certainly well deserved.

DS - 2 Enters

You will find that our town has changed considerably since your last visit three years ago. It is still a small, close-knit community; but the newly established Arts Commission has begun to promote the efforts of many local artists. As a result, our little village has taken on a bohemian air. Let me show you one way that Brockton has changed. I would like you to be my guest on August 23 when the local theater group presents SCHOOL FOR SCANDAL at the Whitmore Playhouse. Two of our sorority members are directing the production. Please fill out the enclosed play ticket and send it back to me as soon as possible.

DS - 2 Enters

As you requested, I shall meet you at the airport (Gate 11) on August 23 at 8:25 a.m. You can spend the afternoon apartment hunting, and you can relax in the evening during dinner and the play.

DS - 2 Enters

I am very eager to see you, Viola!

DS - 2 Enters

Sincerely

QS - 4 Enters

Amanda Johnson

DS - 2 Enters

kp

DS - 2 Enters

Enclosure