Sample Business Letter

Your Letterhead

Business Communication Center
1003 Asp Avenue, Room 2050, Norman, OK 73019

Dateline

September 1, 2016

Inside address

Ms. Eudora Beesknees
Visual Concepts, Inc.
5432 Island Avenue
Lawton, OK 73505

Salutation

Dear Ms. Beeskness:

Body

Thank you for your August 29th letter requesting information on how to write a business letter using the block letter format. Block format is the most common style of business letter, and I am using it in this letter.

In a block letter, all lines of text from the dateline to the signature block are left-aligned. The text along the right margin is ragged rather than right-justified so the letter will be easier to read. Each paragraph is single-spaced, with double line spacing (one blank line) between paragraphs.

The dateline should appear 2 lines below the letterhead. The inside address should appear at least 2 lines below the dateline, and the salutation generally should appear 2 lines beneath the inside address.

Place your complimentary close 2 lines below the body of your letter, and type your signature block 4-5 lines below your complimentary close.

Complimentary close

Sincerely,

David Williams

Handwritten signature goes here

Signature block

David Williams
Executive Vice President

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