Date

Addressee

BUSINESS

STREET ADDRESS

CITY COUNTRY POSTAL CODE

Dear Addressee,

When typing a letter, follow this page as a guide. This letter is an example of the typical format for a letterhead. The clean and organized structure of the flush-left format gives your business communications a highly professional profile.

Set the left margin of the page at 1.5”. Begin the date 2” down from the top of the page. Skip one line and type the Addressee’s name and address flush left with the date. Skip three lines between the last address line and the salutation. Skip one line between the salutation and the body of the letter. Do not indent at the beginning of paragraphs, and always skip one line between paragraphs.

Having completed your letter, skip two lines between the last line of the last paragraph and the closing. Then skip four or five lines between the closing and the Sender’s typed name, which will allow enough space for the Sender’s signature.

Sincerely,

Sender’s Name

SN:tn