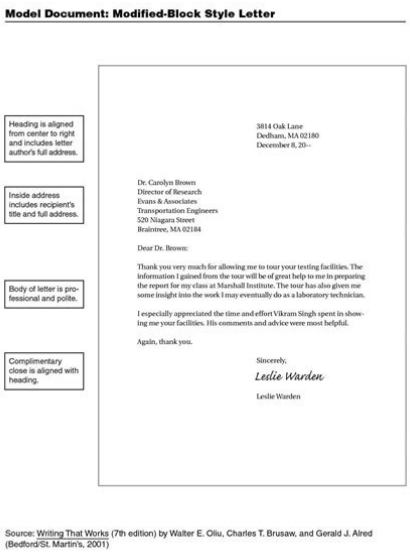
business letter style manual



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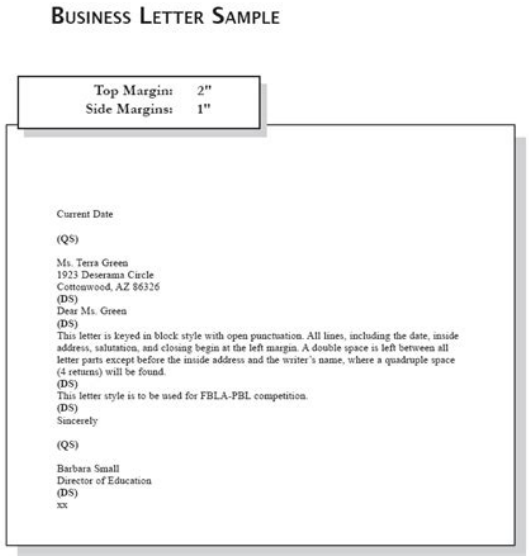

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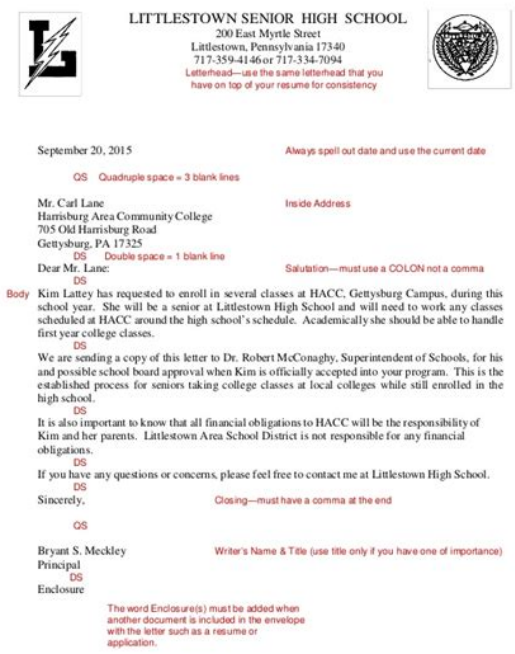
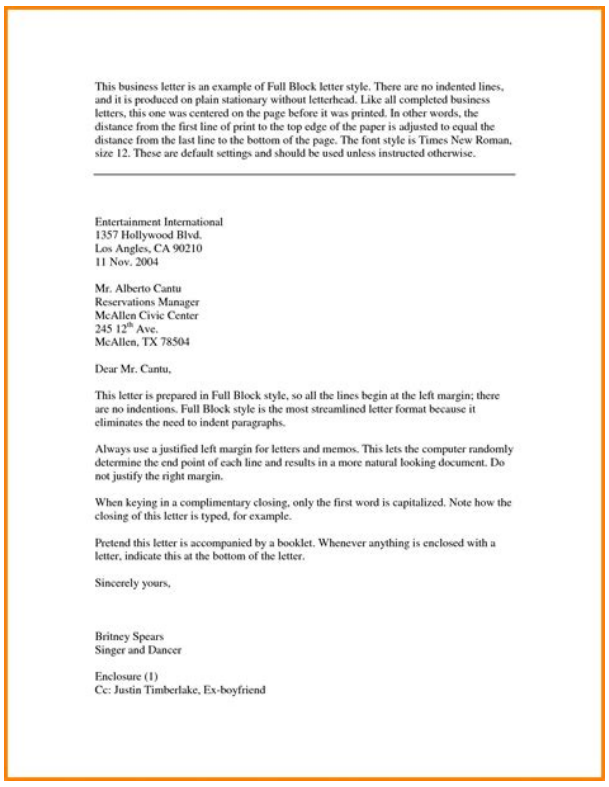


It should be left justified, no matter which format you are using. If you know the person and typically address them by their first name, it is acceptable to use only the first name in the salutation for example Dear Lucy. Leave one line blank after the salutation. It is also acceptable to use the full name in a salutation if you cannot determine gender. For example, you might write Dear Chris Harmon if you were unsure of Chriss gender. Leave a blank line between each paragraph. When writing a business letter, be careful to remember that conciseness is very important. In the first paragraph, consider a friendly opening and then a statement of the main point. The next paragraph should begin justifying the importance of the main point. In the next few paragraphs, continue justification with background information and supporting details. The closing paragraph should restate the purpose of the letter and, in some cases, request some type of action. Capitalize the first word only for example Thank you and leave four lines between the closing and the senders name for a signature. If a colon follows the salutation, a comma should follow the closing; otherwise, there is no punctuation after the closing. As an option, you may list the name of each document you are including in the envelope. For instance, if you have included many documents and need to ensure that the recipient is aware of each document, it may be a good idea to list the names. If you typed the letter yourself, omit the typist initials. The most common layout of a business letter is known as block format. Using this format, the entire letter is left justified and single spaced except for a double space between paragraphs. In this type, the body of the letter and the senders and recipients addresses are left justified and singlespaced. However, for the date and closing, tab to the center point and begin to type.http://www.norrlandet.se/userfiles/dell-latitude-d510-user-manual-pdf.xml



This business letter is an example of Full Block letter style. There are no indented lines, and it is produced on plain stationary without letterhead. Like all completed business letters, this one was centered on the page before it was printed. In other words, the distance from the first line of print to the top edge of the paper is adjusted to equal the distance from the last line to the bottom of the page. The font style is Times New Roman, size 12. These are default settings and should be used unless instructed otherwise.

Entertainment International
1357 Hollywood Blvd.
Los Angles, CA 90210
11 Nov. 2004

Mr. Alberto Cantu
Reservations Manager
McAllen Civic Center
245 12th Ave.
McAllen, TX 78504

Dear Mr. Cantu,

This letter is prepared in Full Block style, so all the lines begin at the left margin; there are no indentions. Full Block style is the most streamlined letter format because it eliminates the need to indent paragraphs.

Always use a justified left margin for letters and memos. This lets the computer randomly determine the end point of each line and results in a more natural looking document. Do not justify the right margin.

When keying in a complimentary closing, only the first word is capitalized. Note how the closing of this letter is typed, for example.

Pretend this letter is accompanied by a booklet. Whenever anything is enclosed with a letter, indicate this at the bottom of the letter.

Sincerely yours,

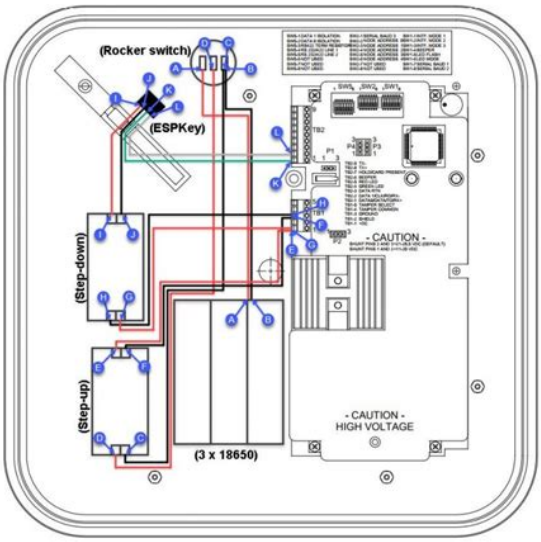
Britney Spears
Singer and Dancer

Enclosure (1)
Cc: Justin Timberlake, Ex-boyfriend

It is much like the modified block style except that each paragraph is indented instead of left justified. While the examples provided by the OWL contain common elements for the basic business letter genre expectations, the format of your business letter may need to be flexible to reflect variables like letterheads and templates. Our examples are merely guides. To access the Letter Wizard, click on the Tools menu and then choose Letter Wizard. The Wizard will present the three styles mentioned here and input the date, sender address and recipient address into the selected format. Letter Wizard should only be used if you have a basic understand of how to write a business letter. Its templates are not applicable in every setting. Therefore, you should consult a business writing handbook if you have any questions or doubt the accuracy of the Letter Wizard. The generally accepted font is Times New Roman, size 12, although other fonts such as Arial may be used. When choosing a font, always consider your audience. If you are writing to a conservative company, you may want to use Times New Roman. However, if you are writing to a more liberal company, you have a little more freedom when choosing fonts. In some circumstances, you may also use a less common format, known as open punctuation. For this style, punctuation is excluded after the salutation and the closing. This material may not be published, reproduced, broadcast, rewritten, or redistributed without permission. Use of this site constitutes acceptance of our terms and conditions of fair use.

These standards may appear in your office’s Check your own office for the location of The letterhead quickly identifies the firm to the Any drafts you create can be For example, This reference If your company’s address is not included in Depending on the style preferred by your The greeting should always The subject line appears The subject line is used to easily It is very important The introduction You can use You also need to be aware of where punctuation For example, unless instructed otherwise, you should Open punctuation means For example, Open punctuation is often Therefore, Any figures or financial This draft copy should be presented for review. Standard spacing conventions to be used must This should be the same as the These include It may also be use in conjunction with the Other fonts may be used for Double line spacing is to Crowded or Other fonts may be used for This may be achieved through Consistent use A template is a blueprint for text, graphics and It also stores information regarding the styles, This enables different documents that have Prior to creating a document, you should check All word documents contain built in styles.

Paragraph The information. Business letters are used for professional correspondence between individuals, as well.Again, keep it concise to sustain their attention.Convince the reader that helping you would be mutually beneficial, and you will increase your chances of winning their support.Left justify your letter against the left margin. Simply reiterate your reason for writing and thank the reader for considering your request. Some good options for your closing includeUse the format belowThe event will be held on the afternoon of May 1, 2020. We wish to provide our graduating seniors with an opportunity to meet business leaders in the area who may be looking for new hires who hold degrees in the Liberal Arts.



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The event will be held at the Cox Student Center at Northern State University and will last about two to three hours. If you have an interest in attending or sending a company representative to meet with our students, please let me know at your earliest convenience and I can reserve a table for you. Thank for your time and I hope to hear from you soon. Respectfully, signature hard copy letter Linda Lau Liberal Arts Department Chair Rather than including your contact information in the heading of the letter, list it below your signature. For exampleInclude the topic youre writing about in the subject line of the email, so the reader is clear as to why you are sending the message. Assignments vary, and different instructors want different things from student writers. Therefore, the advice here may or may not apply to your writing situation. If you have questions about the information in our handouts, please make an appointment to see a Writing Center instructor. To simplify matters, we're demonstrating the block format on this page, one of the two most common formats. For authoritative advice about all the variations, we highly recommend The Gregg Reference Manual, 9th ed. New York McGrawHill, 2001, a great reference tool for workplace communications. There seems to be no consensus about such fine points as whether to skip a line after your return address and before the date some guidelines suggest that you do; others do not. Let's hope that your business letter succeeds no matter which choice you make! First provide your own address, then skip a line and provide the date, then skip one more line and provide the inside address of the party to whom the letter is addressed. If you are using letterhead that already provides your address, do not retype that information; just begin with the date. For formal letters, avoid abbreviations where possible. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs.

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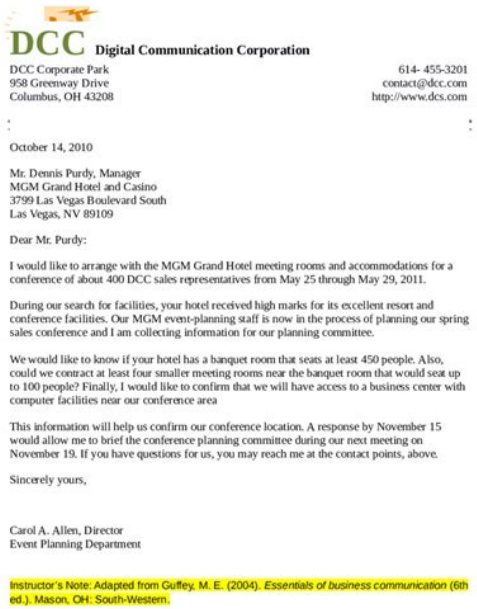

DCC Digital Communication Corporation

DCC Corporate Park
958 Greenway Drive
Columbus, OH 43208

614- 455-3201
contact@dcc.com
http://www.dcs.com

October 14, 2010

Mr. Dennis Purdy, Manager
MGM Grand Hotel and Casino
3799 Las Vegas Boulevard South
Las Vegas, NV 89109

Dear Mr. Purdy:

I would like to arrange with the MGM Grand Hotel meeting rooms and accommodations for a conference of about 400 DCC sales representatives from May 25 through May 29, 2011.

During our search for facilities, your hotel received high marks for its excellent resort and conference facilities. Our MGM event-planning staff is now in the process of planning our spring sales conference and I am collecting information for our planning committee.

We would like to know if your hotel has a banquet room that seats at least 450 people. Also, could we contract at least four smaller meeting rooms near the banquet room that would seat up to 100 people? Finally, I would like to confirm that we will have access to a business center with computer facilities near our conference area

This information will help us confirm our conference location. A response by November 15 would allow me to brief the conference planning committee during our next meeting on November 19. If you have questions for us, you may reach me at the contact points, above.

Sincerely yours,

Carol A. Allen, Director
Event Planning Department

Instructor's Note: Adapted from Guffey, M. E. (2004). *Essentials of business communication* (6th ed.). Mason, OH: South-Western.

Skip lines between paragraphs. Sign the letter in the blank space above your typed name. Now doesn't that look professional To simplify matters, we're demonstrating the indented format on this page, one of the two most common formats. Let's hope that your business letter succeeds no matter which choice you make! Skip a line and type the date so that it lines up underneath your address. Type the inside address and salutation flush left; the salutation should be followed by a colon. For formal letters, avoid abbreviations. Skip lines between paragraphs. Now doesn't that look professional. A carefully crafted letter presented on attractive letterhead can be a powerful communication tool. To make sure you are writing the most professional and effective letter possible, use the business letter format and template below and follow these basic business letterwriting guidelines. The text is single spaced, except for double spaces between paragraphs. Typically margins are about 1 inch 25.4 mm on all sides of the document, which is the default setting for most wordprocessing programs. If you are using Microsoft Word, you can turn to its builtin Letter Wizard for additional formatting assistance look on the Tools menu. Dont include this information if its already incorporated into the letterhead design. This will allow customers to find your small business more quickly. Outline the solution, providing proof in the way of examples and expert opinions. Group related information into paragraphs For the past several years, we have specialized in business evaluation and transition services for sellers. We enjoy working closely with clients throughout the sale process to ensure a smooth transition. As our clients can attest, our various presale price improvement strategies can significantly optimize a businesss sale price. I know how busy you are, so I will give you a call on Tuesday to follow up if I haven't heard from you.

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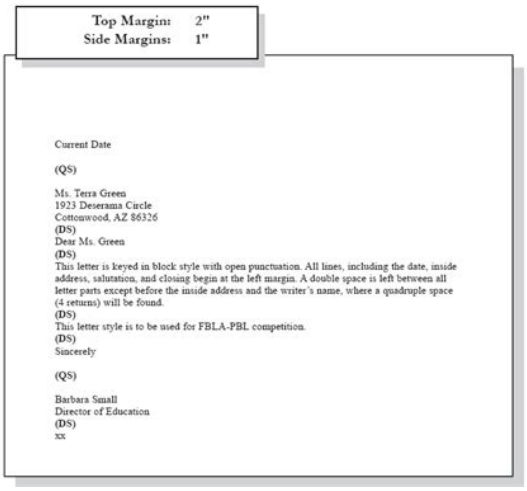
BUSINESS LETTER SAMPLE



To avoid any miscommunications, use straightforward, concise language. Skip the industry jargon and instead choose lively, active words to hold your readers attention. In a long, informationpacked letter, consider organizing information into sections with subheads.Just select the type and click the arrow to the right of the Font Color button, choose the color you want, then click the button. Or, try highlighting a few words in the text. Select the type you want to emphasize, then click the Highlight button. Note When highlighting parts of a document you intend to print, use a light color such as yellow, light green, or light blue. If you wish to remove the highlighting, select the text and click the Highlight button again. Say youre creating a report that compares your organizations performance against that of your competitor. Word can automatically color your companys name every time it appears, making those entries easy to locate. If you have a connection to the reader youve met before or have a mutual colleague, for example mention it in your introductory paragraph. Whether you think your reader will agree with the point of your letter or not, it is important to find common ground and build your case from there. Address his or her needs or wishes, or a specific problem, and then outline your solution. Make sure to maintain a friendly tone. Good luck. Please upgrade your browser to improve your experience. While the examples that are discussed specifically are the application letter and cover letter, this handout also highlights strategies for effective business writing in general. Business writing strives to be crisp and succinct rather than evocative or creative; it stresses specificity and accuracy. This distinction does not make business writing superior or inferior to other styles. Rather, it reflects the unique purpose and considerations involved when writing in a business context.

Your readers have an interest in what you say insofar as it affects their working world. They want to know the “bottom line” the point you are making about a situation or problem and how they should respond. A style between these two extremes is appropriate for the majority of memos, emails, and letters. Writing that is too formal can alienate readers, and an attempt to be overly casual may come across as insincere or unprofessional. In business writing, as in all writing, you must know your audience. Though business writing has become less formal over time, you should still take great care that your letter’s content is clear and that you have proofread it carefully. In such documents, it is perfectly appropriate to refer to yourself as I and to the reader as you. Be careful, however, when you use the pronoun we in a business letter that is written on company stationery, since it commits your company to what you have written. When stating your opinion, use I; when presenting company policy, use we. One way to achieve a clear style is to minimize your use of the passive voice. Although the passive voice is sometimes necessary, often it not only makes your writing dull but also can be ambiguous or overly impersonal. Here’s an example of the same point stated in passive voice and in the active voice What if you are the head of the Global Finance Team. You may want to get your message across without calling excessive attention to the fact that the error was your team’s

fault. The passive voice allows you to gloss over an unflattering point—but you should use it sparingly. Take care, however, that your document does not turn out as an endless series of short, choppy sentences. Keep in mind also that “concise” does not have to mean “blunt”—you still need to think about your tone and the audience for whom you are writing. Consider the following examples Nobody liked your project idea, so we are not going to give you any funding.

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The second version provides the information in a simple and direct manner. But you don’t need to be an expert on style to know that the first phrasing is diplomatic and respectful even though it’s less concise as compared with the second version, which is unnecessarily harsh and likely to provoke a negative reaction. Think about your purpose and what requirements are mentioned or implied in the description of the task. List these requirements. This list can serve as an outline to govern your writing and help you stay focused, so try to make it thorough. Next, identify qualifications, attributes, objectives, or answers that match the requirements you have just listed. Strive to be exact and specific, avoiding vagueness, ambiguity, and platitudes. If there are industry or fieldspecific concepts or terminology that are relevant to the task at hand, use them in a manner that will convey your competence and experience. Avoid any language that your audience may not understand. Your finished piece of writing should indicate how you meet the requirements you’ve listed and answer any questions raised in the description or prompt. For purposes of this handout, though, these kinds of letters are different. The letter of application is a sales letter in which you market your skills, abilities, and knowledge. A cover letter, on the other hand, is primarily a document of transmittal. It identifies an item being sent, the person to whom it is being sent, and the reason for its being sent, and provides a permanent record of the transmittal for both the writer and the reader. Your audience is a professional who screens and hires job applicants—someone who may look through dozens or even hundreds of other applications on the day she receives yours. The immediate objective of your application letter and accompanying resume is to attract this person’s attention. Your ultimate goal is to obtain an interview.

Application letter checklist If your prospective employer is located in another city and you plan to visit the area, mention the dates for your trip. My extensive background in programming and my master’s degree in information systems make me highly qualified for the position. Add any appropriate details, highlighting experience listed on your resume that is especially pertinent to the job you are seeking. Close with a request for an interview. Proofread your letter carefully. The writer is not applying for a specific job opening but describes the position he seeks.B11 Chapel Hill, NC 27514 January 11, 2005 I would like to apply for a position as an entrylevel programmer at the center. My technical writing skills, as described in the enclosed resume, are well suited to your company. I am a recent graduate of DeVry Institute of Technology in Atlanta with an Associate’s Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college’s computer center where I helped train users to work with new systems. G11 Chapel Hill, NC 27514 January 11, 2005 Since September 2000, I have been participating, through the University, in the Professional Training Program at Computer Systems International in Raleigh. In the program I was assigned to several staff sections as an apprentice. Most recently, I have been a programmer trainee in the Engineering Department and have gained a great deal of experience in computer applications. Details of the academic courses I have taken are included in the enclosed resume. I look forward to hearing from you soon.A cover letter identifies an item being sent, the person to whom it is being sent, and the reason for its being sent. A cover letter provides a permanent record of the transmittal for both the writer and the reader. Your opening should explain what you are sending and why. In an optional second paragraph, you might include a summary of the information you are sending.

A letter accompanying a proposal, for example, might point out sections in the proposal that might be of particular interest to the reader. The letter could then go on to present a key point or two explaining why the writer's firm is the best one for the job. The closing paragraph should contain acknowledgements, offer additional assistance, or express the hope that the material will fulfill its purpose. Please call me collect ext. 1206 or email me at the address below if I can answer any questions. The survey was delayed by the transfer of key staff in Building A. We believe, however, that the report will provide the information you need to furnish us with a cost estimate for the installation of your Mark II Energy Saving System. If you need more information, please let me know. This is not a comprehensive list of resources on the handout's topic, and we encourage you to do your own research to find the latest publications on this topic. Please do not use this list as a model for the format of your own reference list, as it may not match the citation style you are using. For guidance on formatting citations, please see the UNC Libraries citation tutorial. Boston McGrawHill, 2012. In this article, we discuss four easy steps to format and write an effective business letter for the appropriate audience. Easily apply to jobs with an Indeed Resume Create your resume How to format a business letter When formatting your business letter, readability should be your top priority. Selecting the right font style and setting margins correctly are two examples of ways you can ensure your letter is cleanlooking and easy to read. Consider these additional steps when formatting your business letter 1. Select a professional font size and style When deciding on which font to use for your business letter, pay attention to the simplicity of the style.

While it may seem tempting to select something unique to personalize the letter, heavily stylized fonts might be difficult for your audience to read. They should be able to gather the most important information from your letter as quickly as possible. Related Best Font for a Resume How to Choose Style and Size Here are a few examples of popular fonts used in professional documents Arial Avenir Calibri Corbel Garamond Georgia Gill Sans Helvetica Open Sans Roboto Times New Roman When selecting a font size, choose the smallest size that is still easily readable—typically between 10 and 12 points. Smaller than 10point fonts will be difficult to read, while fonts larger than 12 points might appear unprofessional. Related How to Choose Cover Letter Font and Font Size 2. Include sections for all necessary information When designing the layout for your business letter, start with an outline that has all the necessary information and sections. Typically, a business letter includes the following details at the top of the page Your contact information name, job title, company, phone number and email. Including your contact information allows the reader to quickly identify who the letter is from. The date your letter is written or finished. Include the date after your contact information and format it according to your country's standards. For example, in the US, you should spell the month, then include the day and year July 10, 2020. Recipient's contact information name, job title, company, company address. Below the date, include the recipient's contact information so the reader can ensure the letter is in the right hands. While it is not necessary to include a recipient name, it's best to address a business letter to a specific individual. If you are unsure of who you should address the letter to, try doing some research to identify the best recipient. Consider avoiding personal titles like Mr. or Ms.

since you may not know the recipient's gender or preferred gender identity; however, you can include the title Dr., Prof., Sgt. or Rev. if appropriate. The following sections come after this information Salutation. Use the same name in the salutation that you included in the recipient information section. If you are writing under a more formal circumstance such as a cover letter to a conservative bank or law firm, then you might address the reader with their first and last name—for example, "Dear Deborah Jones." If you know the recipient or are writing to a less formal company like a tech startup, then you could simply write "Dear Deborah." If you can not identify an individual recipient, then you can use a salutation that addresses a company or team like, "Dear Company ABC Team," or "Dear Finance Team." Body. Maintain consistent formatting through the body of your business letter to give it a professional look. Left justify and single space your text and separate each

paragraph with an additional line of space as shown in the example above. Also, remember to be brief. You can open your business letter with a friendly greeting but quickly move on to your main points and only include context and information that is absolutely necessary. Closing and signature. Include a closing line after the body of your letter such as “Thank you,” or “Kind regards,” followed by four blank lines below, then your name. In the space between your closing line and name, you’ll include your esignature or your handwritten signature if printing the letter. If you aren’t printing your letter and you don’t have an esignature, you can include your name on the line directly below the closing. Enclosures. If you are mailing your letter and including additional documents like a resume, add a section titled “Enclosures” below your signature and list all other documents you are sending with each one noted on a separate line.

If you are emailing your letter, you might use the word “Attachments” instead. For example Enclosures or Attachments Resume References Transcript Read more 7 Elements to Include in a Business Letter 3. Pay attention to spacing and margins Spacing plays an important role in making your business letter appear readable and professional. Be sure to insert the appropriate number of spaces between the elements of your letter. Typically, business letters include one line of blank space after each section until you reach the closing line. It is recommended to insert four lines after your closing line and after your name if you are including enclosures. Remember that the body paragraphs of your letter should be singlespaced and the entire letter should be aligned to the left side of the page, as opposed to centered or aligned right. This makes it easy for the audience to read. In addition, a professional document typically has oneinch margins. This might seem like an especially wide margin, but it is appropriate for margins to be a bit larger than usual sometimes up to one and a quarter inch for business letters. 4. Begin and end your letter properly As you start your letter, take care to address the reader appropriately. If you have a deeper relationship with the recipient, feel free to greet them with their first name as you would address them in person. Again, avoid titles like Mr. and Ms. if you are not certain of the recipient’s gender or gender identity. Select a brief, appropriate closing to end your letter. Additional options include “Sincerely,” “Respectfully” or “All the best,” followed by your first and last name and job title. You should include a space between the close and your name. Read more How to Format a Proper Business Letter With Examples 5. Decide whether to send your letter through post or email We have noted special considerations for your closing, signature and enclosures depending on how you will send your business letter.

If you are using email, you might choose to send a business email instead when appropriate, or you can include a brief message in the body of your email addressing the recipient and ask them to refer to your attached business letter first. Data Analyst Cloud Clearwater 100 Orange Circle Seattle, WA Dear Mr. Love, It is my pleasure to strongly recommend Wendy Jones for the Jr. Data Analyst role with Cloud Clearwater. I have 12 years of experience working in the tech industry and have seen many young professionals come and go. Ms. Jones is one individual I have worked with who uniquely stands out. During our time together, Wendy displayed great talents in data analytics. When we first met, I was immediately impressed with Wendy, but during the time worked together, her understanding of analyzing data to achieve results for our company grew far more than that of her peers. It’s not just her technical skills that impress me, however. Wendy was a joy to work with because of her amazingly positive attitude and ability to communicate across teams. Her focus and attention to detail were also necessary and valued not just by myself, but by her peers, who often relied on her to get the job done. I am absolutely confident that Wendy would be a great fit at Cloud Clearwater. Not only will she bring the kind of skills and experiences you’re looking for in an applicant, she will quickly become an asset and help your company grow in any way she can. If you need more information or specific examples, please do not hesitate to contact me at 5551119999. As a recommendation letter likely only provides a snapshot of her talents and achievements, I would be happy to further elaborate on my time working with her. Sincerely, Rosa Gomez Sr.

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