**Business Letter Format.**

As you write your letter, make sure it is formatted appropriately. Pay close attention to punctuation and to spacing. Delete all information that is not yours.

**Format Requirements:** Font size: 12 Times New RomanMargins: one inch all around

Your name --------***[Return Address](http://www.gmu.edu/departments/writingcenter/business.html" \l "return)***  
your full address   
     
Spell out the month -------- ***[Date](http://www.gmu.edu/departments/writingcenter/business.html" \l "date)***  
  
Title --------***Address***  
Business Address

Dear [Name of Addressee]: -------- ***[Salutation](http://www.gmu.edu/departments/writingcenter/business.html" \l "salutation)***

1st Paragraph

2nd Paragraph

3rd Paragraph

Sincerely,-------- ***[Closing](http://www.gmu.edu/departments/writingcenter/business.html" \l "closing)***

***Leave a space for your*** [***signature***](http://www.gmu.edu/departments/writingcenter/business.html#signature)

***[Typed Name and Position](http://www.gmu.edu/departments/writingcenter/business.html" \l "typed)***