**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%22%20%5Cl%20%22return)***
your full address

Spell out the month -------- ***[Date](http://www.gmu.edu/departments/writingcenter/business.html%22%20%5Cl%20%22date)***

Title --------***Address***
Business Address

Dear [Name of Addressee]: -------- ***[Salutation](http://www.gmu.edu/departments/writingcenter/business.html%22%20%5Cl%20%22salutation)***

1st Paragraph

2nd Paragraph

3rd Paragraph

Sincerely,-------- ***[Closing](http://www.gmu.edu/departments/writingcenter/business.html%22%20%5Cl%20%22closing)***

***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%22%20%5Cl%20%22typed)***