

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 Roman Margins: one inch all around

Your name -----**Return Address**
your full address

Spell out the month ----- **Date**

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

Dear [Name of Addressee]: ----- **Salutation**

1st Paragraph

2nd Paragraph

3rd Paragraph

Sincerely,----- **Closing**

Leave a space for your signature

Typed Name and Position