

# Personal Business Letters

Top Margin: 2"

Side & Bottom Margins: 1"

\*Make sure Spacing After is 0; go to Paragraph dialog box

Current Date

*Block Style, Open Punctuation*

(QS)

Ms. Terra Green

1923 Deserama Circle ← inside address

Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. However, what makes this letter different is that the writer's address is included in the closing lines.

(DS)

I have enclosed an additional sample letter with this letter.

(DS)

Sincerely

(QS)

Barbara Small

1912 Association Drive ← sender's name and address

Reston, VA 20191

(DS)

jp ← reference initials

(DS)

Enclosure ← enclosure notation

Current Date ← Tabs set to 3.25"

(QS)

Ms. Terra Green  
1923 Deserama Circle ← inside address  
Cottonwood, AZ 86326

(DS)

Dear Ms. Green: ← colon for mixed punctuation

(DS)

FORMAT FOR PBL ← subject line in ALL CAPS

(DS)

This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in modified block style with mixed punctuation.

(DS)

However, what makes this letter different is that the writer's address is included in the closing lines. I have enclosed an additional sample letter with this letter.

Sincerely, ← comma for mixed punctuation

(QS)

Barbara Small  
1912 Association Drive  
Reston, VA 20191 ← sender's name and address

(DS)

jp ← reference initials

(DS)

Enclosure ← enclosure notation

*Modified Block Style, Mixed Punctuation*