

Sample Business Letter

Place behind the WORD tab in your portfolio.

Letterhead



Haas Plumbing Supply, Co.

1010 Greenbrier Hill
Ironton, OH 45638-1010

Dateline September 22, 200- ↓ 4

Letter address Ms. Charise Rossetti
Rt. 3, Box 49A
St. Albans, WV 25177-4900 ↓ 2

Salutation Dear Ms. Rossetti ↓ 2

All of the employees at Haas Plumbing Supply are pleased that you are doing an internship at our company headquarters. One of your duties will be to assist Mr. Burns in preparing the daily correspondence. We know that your training at Hig Community College has prepared you well for this task. ↓ 2

Body Remember that the correspondence our customers receive from us is one of the ways they evaluate our effectiveness as a business. Our outgoing letters must be as perfect as we can make them in layout, content, grammar, and punctuation. This will impress our customers that we have a company-wide commitment to excellence. ↓ 2

Enclosed is a sample company letter for your review. If you have any questions, contact me or your supervisor, Mr. Burns. Again, we are glad to have you working in our organization. ↓ 2

Sincerely yours ↓ 4 Complimentary Close

Writer's Name Gerald Haas
Title President ↓ 2

Reference initials xx ↓ 2

Enclosure notation Enclosure

Block Letter with Open Punctuation

Most schools have letterhead paper, but you may or may not use it as you correspond with parents, community members, or businesses.

You can also create your own personal/professional letterhead. It can appear on the top, bottom, or sides of your paper, but it should be large enough to read and small enough to take up a minimum amount of space. If you place it on the top, decrease the top margin to .7".

This is an example of a letter with a letterhead.
NOTE: You do not need a return address—it is in the letterhead.

NOTE: The reference initials are the initials of the person who actually keyed the letter. If Mr. Gerald Haas had keyed his own letter, he would have omitted the reference initials and double spaced to the enclosure notation.

NOTE: If you state in your letter that you are enclosing something, you need an enclosure notation. If you state that you are attaching something, you need an attachment notation.

This is an example of a block letter (all lines of keyed text begin at the left margin) with open punctuation (no comma after the salutation or after the complimentary closing). This is probably the most widely used format today. NOTE: If you use a comma or colon after the salutation, you must key a comma after the complimentary closing (called mixed punctuation).

This is an example of a letter without letterhead. It is a block letter with mixed punctuation (comma after the salutation and comma after the complimentary closing. It also has an attachment notation. It does have reference initials because Mr. Haas' administrative assistant keyed this letter for him. When you key your own letter, omit the reference initials. This is a very short letter; therefore, additional space has been added at the top of the page. You could also set wider side margins to make the letter look more balanced on the page. **NOTE:** The current date is keyed directly beneath the return address. **NOTE:** The body of a letter is always single spaced with a double space between paragraphs.

1010 Greenbrier Hill **(The return address—the address of the person sending the letter)**
Ironton Hill, OH 45638-1010
August 10, 2006 **(Dateline—current date)** QS—strike the enter key four times

Mrs. Charisa Rossetti **(Letter address—the name and address of the person to whom the letter is written)**
Route 3, Box 49 A
St. Albans, WV 34567-6543 DS—strike the enter key two times

Dear Ms Rossetti, **(Salutation)** DS—strike the enter key two times

All of the employees at Haas Plumbing are pleased that you are doing your internship at our company. DS—strike the enter key two times

Remember that the correspondence our customers receive from us is one of the ways they evaluate our effectiveness as a business. DS—strike the enter key two times

Attached is a sample letter for your review. We are glad to have you working in our organization. DS—strike the enter key two times

Sincerely yours, **(Complimentary closing)** QS—strike the enter key four times

Gerald Haas, President **(The letter writer and his/her title)** SS—strike the enter key one time
Haas Plumbing Company **(The name of the company)** DS—strike the enter key two times

xx **(Reference Initials—who keyed the letter?) Always in lowercase and without periods or spaces (If you key your own letter, omit the reference initials.)** DS—strike the enter key two times
Attachment **(Attachment Notation—something is stapled or attached to the letter in this envelope)**

Compare this letter to the letter on page 2. What is different? The return address has been relocated, and it now appears beneath the letter writer's name near the bottom of the letter. **NOTE:** The current date is now the first line of keyed text.

As a teacher, your closing lines might look something like this:

Brenda Linn (Add Mr., Ms., or Mrs. if you have a name that is not generally considered gender specific)
Second Grade Teacher
Baker Elementary School
1212 Bakersfield Road
Little Rock, AR 98765

August 10, 2006 (**Dateline—current date**) **QS—strike the enter key four times**

Mrs. Charisa Rossetti (**Letter address—the name and address of the person to whom the letter is written**)
Route 3, Box 49 A
St. Albans, WV 34567-6543 **DS—strike the enter key two times**

Dear Ms Rossetti, (**Salutation**) **DS—strike the enter key two times**

All of the employees at Haas Plumbing are pleased that you are doing your internship at our company. **DS—strike the enter key two times**

Remember that the correspondence our customers receive from us is one of the ways they evaluate our effectiveness as a business. **DS—strike the enter key two times**

Attached is a sample letter for your review. We are glad to have you working in our organization. **DS—strike the enter key two times**

Sincerely yours, (**Complimentary closing**) **QS—strike the enter key four times**

Gerald Haas, President (**The letter writer and his/her title—the title can go below the name**)
Haas Plumbing Supply Company (**The name of the person/company writing the letter**)
1010 Greenbrier Hill (**The return address—the address of the person/company sending the letter**)
Ironton Hill, OH 45638-1010 **DS—strike the enter key two times**

xx (**Reference Initials—who keyed the letter?**) Always in lowercase and without periods or spaces
(**If you key your own letter, omit the reference initials.**) **DS—strike the enter key two times**
Attachment (**Attachment Notation—something is stapled or attached to the letter in this envelope**)