

Business Letters

1. are TYPED
2. are LEFT JUSTIFIED
3. single spaced within ¶s;
double spaced btwn ¶s;
double spaced btwn parts

See Mrs. S. website for details &
examples of Parts of Business Letter

Parts of a Business Letter

- 1 date
- 2 heading (my info)
- 3 inside address (envelope info)
- 4 salutation :
- 5 body
- 6 closing ,
- 7 signature lines (cursive & typed)
- 8 Enc. or CC: line

Business Letters Format Notes.notebook

Date

Heading (My Name)

Address

Address

Inside Address (Their Name)

Address

Address

Address

Salutation:

Body

Body *single space within ¶s;*

double space btwn ¶s

Body

Body

Closing,

Signature (cursive)

Signature (typed)

Enc./ CC: line