

# Business Letter Format

## Company Letterhead

Company Name  
610 Fountain Ave  
Burlington, NJ 08016

Sender's Address - Press enter 4X from the top of the page (1" margin) **or** Company letterhead, centered at the top (2" margin).

Today's Date

Dateline - Located 2x after the Sender's address

Burlington Township Student  
Street Address  
City, State Zip

Inside Address - Press enter 4x after the Date. The person to whom you are sending the

Salutation - 2x below the address

Dear Student:

Use this sample letter as a template to help you complete your activities throughout this course. I have purposely set up the spacing and content to make it easier for you to delete existing text and replace it with the content that you need to use. Please be sure to use all the tools provided to you so that you are more efficient with your work.

Be sure to copy down the text boxes I have provided, they may be helpful when you need to compose different types of business letters. Be sure to save this document as: *Letter Template*.

Sincerely,

Complimentary Closing - located 2x below the body of the letter.

Body - the text of the letter, single spaced. Be sure to 2x between paragraphs.

Mr. Carson  
Business Ed. Teacher

Signature Line/Author - the person who wrote the letter. It may include a title. Be sure to leave 4x between so you can sign the letter.

Enclosure

Enclosure Notation - 2x below the author. Use if there are other pages in the envelope besides the letter.

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Typist's Initials - the person who typed the letter. 2x below the enclosure note or the signature line. **Lower case letters only.** If you are the author of the letter, you need not put your initials here.