

FORMAT: Personal Letter, Block, Mixed

Personal means Return Address at the top, Block means left aligned, Mixed means use a (:) colon after the Salutation and a (,) comma after the Complimentary Close.

Remember one inch margins and vertically center the page.

If using WORD go to File/Page Set UP/Margins then Layout and look for Page/Vertical Alignment
If at school go to the Page Layout Ribbon/Page Setup/Layout tab and look for Page/Vertical Alignment

1600 North Main
Riverton UT 84065
September 28, 2010

Comment [S1]: Insert your address. Remember addresses do not have a comma between city and state per your friendly US Postal Service. (Return Address)

QS

Comment [S2]: Insert the current date (Dateline)

Mr. Sorensen, Principal
Riverton High School
12476 South 2700 West
Riverton UT 84065

Comment [S3]: 4 spaces between Date and the Inside Address.

Dear Mr. Sorensen:

Comment [S4]: Insert the address of the person whom you are sending the letter to. Remember addresses do not have a comma between city and state per your friendly US Postal Service. (Inside Address)

I am writing this letter to thank you for all the support that you give the students at Riverton High School.

Comment [S5]: Most Salutations require the Dear

Riverton High School has an amazing Art Department where all students can utilize and share their talents. I recently saw an article in the Salt Lake Tribune honoring one of your students, and was impressed by the support she and other students are receiving from the faculty and staff.

In the future, I hope that the faculty and staff continue to support excellence in education. Enclosed you'll find a check that indicates I support their continual efforts.

Comment [S6]: Body or Text
3 Paragraphs or more

Cordially yours,

Comment [S7]: Complimentary Close can also be; Sincerely, Yours truly, etc.

QS

Comment [S8]: 4 spaces between Complimentary Close and Signatureline.

Mr. Daniel Grant
Dean of the College of Art, UUA

Comment [S9]: Signatureline
Title if necessary.

skg

Comment [S10]: Initials of typist, if typist is not the person whom the letter is from.

Enclosure

Comment [S11]: Attachment Notification

FORMAT: Business Letter, Block, Open

Business Letter means begin with typing the date (Businesses use Letterheads), Block means left aligned, Open means no punctuation after the Salutation after the Complimentary Close.

Remember one inch margins and vertically center the page.

If using WORD go to File/Page Set UP/Margins then Layout and look for Page/Vertical Alignment

If at school go to the Page Layout Ribbon/Page Setup/Layout tab and look for Page/Vertical Alignment

September 28, 2010

Comment [S12]: All Business Letters begin with the date (Dateline).

QS

Mr. Sorensen, Principal
Riverton High School
12476 South 2700 West
Riverton UT 84065

Comment [S13]: Inside Address is the name and address of the person whom the letter is being sent to. Remember addresses do not have a comma between city and state per your friendly US Postal Service.

Dear Mr. Sorensen

Comment [S14]: Salutation begins with Dear.

I am writing this letter to thank you for all the support that you give the students at Riverton High School.

Riverton High School has an amazing Art Department where all students can utilize and share their talents. I recently saw an article in the Salt Lake Tribune honoring one of your students, and was impressed by the support she and other students are receiving from the faculty and staff.

In the future, I hope that the faculty and staff continue to support excellence in education. Enclosed you'll find a check that indicates I support their continual efforts.

Comment [S15]: Body or Text
3 Paragraphs or more

Cordially yours

Comment [S16]: Complimentary Close can also be Sincerely, Truly yours, etc.

QS

Mr. Daniel Grant
Dean of the College of Art, UUA

Comment [S17]: Signatureline is the name of the person whom the letter is from.
Title if necessary

skg

Comment [S18]: If the typist is different from the person sending the letter they need to put their initials here.

Enclosure

Comment [S19]: Attachment Notification

FORMAT: Business Letter, Modified Block, Open
(KEEP everything to the left except Dateline/Complimentary Close/Signatureline/Titleline
Business Letter means begin with typing the date (Businesses use Letterheads), Block means left aligned, Open means no
punctuation after the Salutation after the Complimentary Close.
Remember one inch margins and vertically center the page.
If using WORD go to File/Page Set UP/Margins then Layout and look for Page/Vertical Alignment

September 28, 2010

Comment [S20]: All Business Letters begin with the date (Dateline).

QS

Mr. Sorensen, Principal
Riverton High School
12476 South 2700 West
Riverton UT 84065

Comment [S21]: Inside Address is the name and address of the person whom the letter is being sent to. Remember addresses do not have a comma between city and state per your friendly US Postal Service.

Dear Mr. Sorensen

Comment [S22]: Salutation begins with Dear.

I am writing this letter to thank you for all the support that you give the students at Riverton High School.

Riverton High School has an amazing Art Department where all students can utilize and share their talents. I recently saw an article in the Salt Lake Tribune honoring one of your students, and was impressed by the support she and other students are receiving from the faculty and staff.

In the future, I hope that the faculty and staff continue to support excellence in education. Enclosed you'll find a check that indicates I support their continual efforts.

Comment [S23]: Body or Text
3 Paragraphs or more

Cordially yours

Comment [S24]: Complimentary Close can also be Sincerely, Truly yours, etc.

QS

Mr. Daniel Grant
Dean of the College of Art, UUA

Comment [S25]: Signatureline is the name of the person whom the letter is from. Title if necessary

skg

Comment [S26]: If the typist is different from the person sending the letter they need to put their initials here.

Enclosure

Comment [S27]: Attachment Notification