[For a one-page letter, the space between the letterhead and the date should equal the space from the last typed information on the page to the bottom of the page.]

February 23, 20xx

[quadruple space=three blank lines]

Mr. Oscar Bunker, Manager

Bunker Financial Consultants

388 South Main

Salt Lake City, UT 84111

Dear Mr. Bunker:

This letter is formatted in the full-block format—a format that is widely used in business writing. The letter is left justified and reflects mixed punctuation.

Notice that every line begins at the left margin. The page looks a little heavy on the left side, but word processing the letter is easy. As with all one-page letters, you should pay special attention to vertical spacing. If it is short, the letter should appear to be centered vertically.

Notice that you tap the enter key four times between the date and the inside address (leaving three blank lines). You also tap the enter key four times between the complimentary closing and the writer’s typed name—to give ample room for the writer’s signature. If a subject line is used, it follows the salutation because the subject line is considered part of the body.

I highly recommend the full-block letter style for all your correspondence.

Sincerely,

[quadruple space to leave room for a written signature]

Sarah Chidester

Supervisor