

Block Style Letter Format

Return address begins 2 inches from the top of the paper. Use times New Roman 12 point.

Street
City/Town, RI 02882
Date

Leave 4 to 7 spaces

First and Last Name
His or her position/title
Company Name
Address
City, State Zip Code

Double Space

Dear Ms./Mr./Dr. Last Name:

Double Space

This is a sample of a block style letter. The parts of the letter are the return address, inside address, the salutation, the body, the closing, and the signature. Notice that each part is typed flush with the left margin. The top margin is two inches from the top. You can set the margin for the top by opening the **File** menu and selecting **Page Setup**. The side and bottom margins are 1 inch.

Double Space

Pay close attention to the spacing between each part of the letter. Leave the spacing on single space and use the enter key to achieve the appropriate number of spaces between each section. Make sure you sign your letter in blue or black ink between the closing and your typed signature.

Double Space

Sincerely,

(Your handwritten signature)

Four Spaces

Your typed name