

Block Style Business Letter



What is a **block style business letter**?

A block style business letter is a typewritten form of communication that is formatted with all parts aligned to the left margin, hence, the name “block.” A business letter is used when corresponding with a representative from a business or organization. Most commonly, a business letter is sent through the mail, enclosed in a typed envelope. However, it may be sent electronically as an e-mail attachment, or sometimes even as a fax.

Why is using a **block style business letter** important?

Using a standard letter format, such as a block style, shows your attention to what is common in the business world. Business people are busy, and concise, professional writing presented in a standard way is expected and appreciated.

Examples

- Letter of request for company information
- Letter of complaint to a business
- Letter of inquiry to a company regarding a job opening
- Letter to a bank or credit card company
- Cover letter to accompany a resumé or application

Goal

Use word processing software to learn and practice how to create and format a block style business letter.

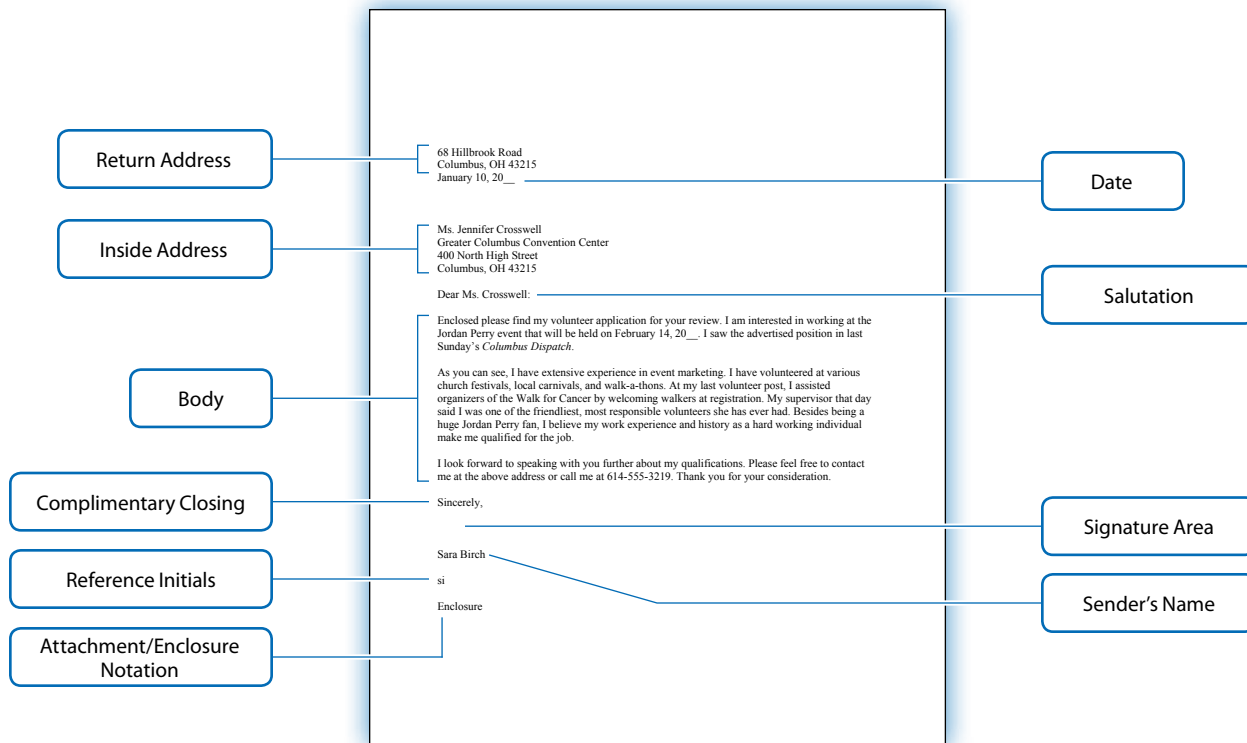
Skills

- Understanding the parts of a block style business letter
- Using proper block style letter format
- Setting margins
- Setting line spacing



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Block Style Business Letter



Parts

Description

| | |
|--------------------------------------|---|
| Return Address | The address of the person sending the letter (sender). Includes the street address, city, state, and zip code. Note: The return address does not include the sender's name. |
| Date | The date the letter is written. |
| Inside Address | Includes the following information of the person receiving the letter: courtesy title (Mr., Mrs., or Ms.), first and last name and his/her job title (if applicable), company name (if applicable), street address, city, state, and zip code. |
| Salutation | Includes the greeting (opening) of the letter, followed by the receiver's courtesy title and last name. |
| Body | Includes the details of the letter. The first paragraph should introduce and state the reason for the letter. The following paragraphs should provide details for why the letter is being written and any background information that supports the message. |
| Complimentary Closing | Typically includes a closing phrase and is used to show respect and appreciation for the person reading the letter. |
| Signature Area | The space for the sender's signature. |
| Sender's Name | Includes the sender's first and last name, followed by his/her job title (if applicable). |
| Reference Initials | Initials of the person (other than the author) who keyed the letter for the sender. |
| Attachment/Enclosure Notation | Indicates another document is attached or enclosed with the letter. |

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Scenario

The Greater Columbus Convention Center is hosting a concert for national recording artist Jordan Perry. The convention center is looking for volunteers to work at the event. Although you don't get paid, you get a backstage pass for a meet and greet with the artist. Your task is to type the letter that job seeker Sara Birch wrote to the manager of the convention center as to why she should be considered for the job. Since you are keying the letter for Sara, you will use your initials for the reference initials.



Document Setup

| | |
|---------------------|---|
| Start Up | Using word processing software, create a NEW document. |
| File Name | Save the file as: Doc2_Practice |
| Orientation | Portrait |
| Margins | Top 2", Left 1", Right 1", Bottom 1" |
| Line Spacing | Single, no additional spacing before and after paragraphs |
| Font, Size | Times New Roman, 12 pt. |



Instructions

1. Follow the Document Setup instructions provided.
2. Refer to the Practice Document as you follow the instructions below.
3. Key the return address and date shown, then quadruple space.
4. Key the inside address, then double space.
5. Key the salutation, then double space.
6. Key the body of the letter in single space, then double space between paragraphs.
7. Key the complimentary closing, then quadruple space.
8. Key the sender's name, then double space.
9. As the person who keyed the letter for Sara, key your initials in lowercase, then double space.
10. Key the enclosure notation.
11. Carefully proofread your work for format and grammatical accuracy.
12. Resave the file.
13. Print a copy of the document if required by your instructor.
14. Sign the sender's name in the signature area if required by your instructor.

Document 2: **Block Style Business Letter**

LEFT 1"

TOP 2"

RIGHT 1"

68 Hillbrook Road
Columbus, OH 43215
January 10, 20__

Ms. Jennifer Crosswell
Greater Columbus Convention Center
400 North High Street
Columbus, OH 43215

Dear Ms. Crosswell:

Enclosed please find my volunteer application for your review. I am interested in working at the Jordan Perry event that will be held on February 14, 20__. I saw the advertised position in last Sunday's *Columbus Dispatch*.

As you can see, I have extensive experience in event marketing. I have volunteered at various church festivals, local carnivals, and walk-a-thons. At my last volunteer post, I assisted organizers of the Walk for Cancer by welcoming walkers at registration. My supervisor that day said I was one of the friendliest, most responsible volunteers she has ever had. Besides being a huge Jordan Perry fan, I believe my work experience and history as a hard working individual make me qualified for the job.

I look forward to speaking with you further about my qualifications. Please feel free to contact me at the above address or call me at 614-555-3219. Thank you for your consideration.

Sincerely,

Sara Birch

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Enclosure

BOTTOM 1"