

PERSONAL BUSINESS LETTER GUIDELINES

Margins (To change go to PAGE LAYOUT Tab – Margins – Custom Margins)

- Top Margin = 2”
- Left, Right, Bottom Margins = 1”

Letter Format

- Everything begins at the Left Margin (NO tabbing)
- Everything is single-spaced – returning multiple times where instructed
- Open Punctuation – NO punctuation after the Salutation|Greeting or Closing
- Date – Spell out (November 20, 2014)
Return 5 or six times
- Inside Address – Name & Address of who you are writing
Mr. John Jones
1001 SE 135th Avenue
Portland, OR 97233
Return 2 times
- Salutation | Greeting
Dear Mr. Jones
Return 2 times

Body of the Letter

- Three paragraphs
Return 2 times between each paragraph
- Closing
Sincerely | Thank you | Yours truly
Return 4 times
- Writer’s Typed Name
Type your full name (first & last with capital letters)
Sign your name when printed between the Closing & your typed name