

The Harvard Business School recommends that all letters follow **full-block format**. In this style, all lines (except for the letterhead) begin flush left, with blank lines between each paragraph. A sample of this style appears on the back of this handout.

The parts of a business letter include:

- 1) Letterhead with full contact information (feel free to design a nice one of your own)
- 2) Date
- 3) Recipient's full name, title, and address
- 4) Salutation ("Dear Mr. Smith:" or "Dear Ms. Jones:")
- 5) Introductory paragraph
- 6) Body paragraph(s)
- 7) Summarizing paragraph (restates the letter's most important points and invites a response on the part of the recipient)
- 8) Close ("Sincerely" or "Yours truly")
- 9) Signature block – three blank lines for your written signature, followed by sender's name and title
- 10) DON'T FORGET TO SIGN YOUR LETTER!!!

Formatting:

- 1" or 1 _" margins all around
- Times New Roman 12pt font only (except for letterhead)
- One blank line between paragraphs
- Left justify only
- Signature in blue or black ink only