

September 26, 2012

(Date)

(3 lines between)

John Smith
SomeStreet Drive
Sometown, VA 12345

(Name of recipient)

(Address of recipient)

(1 lines between)

Dear Mr. Smith:

(Salutation)

(1 lines between)

Thank you for your inquiry about Full-Block format for letters. What follows is a quick summary of the format and the conventions it uses.

(1 lines between)

Full block format is considered the most formal of the three styles. In full block format or style, every line is left justified. The dateline is placed two to six line spaces below the last line of the heading or letterhead. If there is no heading or letterhead, it goes at the top of the page. The inside address placement varies depending upon the length of the letter. A common spacing is three lines below the date line. The salutation is placed with one line between the recipient block. The first line of the body begins with one line after the salutation. When using full block, paragraphs are single spaced, with a blank line between each paragraph.

(1 lines between)

This sample letter has comments inserted to define the format. The format comments are located in the middle of each line. The comments are bolded and italicized so they stand out on the page. They are not to be included in your letter.

(1 lines between)

To finish your letter, the complimentary close is placed after the last paragraph with one line between them. Leave 4 blank lines between the complimentary close and the signature block. This spacing allows you to room to sign your name.

(1 lines between)

Sincerely yours,

(Complimentary Close)

(4 lines between for signature)

Sheila Carter

(Signature Block)

(Additional notes – for your information. Not to be included in your final letter.)

Sample Salutations

Ladies:
Gentlemen:
Dear Sir:
Dear Sir or Madam:
Dear [Full Name]:
To Whom it May Concern:

Sample Closings

Respectfully yours (very formal)
Sincerely (typical, less formal)
Very truly yours (polite, neutral)
Cordially yours (friendly, informal)