Organization Name
Address & Phone

At 2”

Date

Quadruple Space (4 Returns)

Address Block Name
Street Address
City, ST 99999

Salutation

Mixed Punctuation – Dear Joe:
Sincerely,

Open Punctuation – Dear Joe
Sincerely

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxx

Close

Quadruple Space (4 Returns)

Your Name

Look’s Professional

<u>Margins</u>

- ✓ 1.25” Left
- ✓ 1.25” Right
- ✓ 1” Top
- ✓ 1” Bottom

BLOCK LETTER FORMAT ON LETTERHEAD

Remember: MS Word’s NORMAL style gives you a blank line with each RETURN/ENTER. You can force a single line with SHIFT + ENTER/RETURN.

NO SPACING style gives you a single line with each ENTER/RETURN.

©2016, Mr. Breitsprecher & BreitLinks (www.breitlinks.com) All Rights Reserved