Sender’s address

Sender’s phone number

Date
RE: explains what the letter is about

(4 lines down)

Recipient’s name

Recipient’s company name

Recipient’s address
(1 line down)

Attention: Name of the person the letter is intended for

(1 line down)

Dear (person’s name):

(1 line down)

Body: With a block letter style, all of your paragraphs will line up at the left margin. Paragraphs are not indented, and margins need to be 1-1.5 inches around the entirety of the page. When using a company letterhead, you will need to make adjustments to your margins.
(1 line down)

You will only use single spacing between your sentences and double spacing between paragraphs.

(1 line down)

In some cases, you may wish to center the sender’s details.
(1 line down)

Sincerely,

(4 lines down)

Signature

Sender’s name,

Sender’s title

Enclosures/Attachments:

cc: Name

Name