



## The Proper Style for a Business Letter

If you've ever sat down to write a business letter, you've probably wondered if you've used the proper format. The example below illustrates one of the correct forms from *The Business Letter Handbook* by Michael Muckian and John Woods published in 1996 by Adams Media Corporation.

### Your Letterhead

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- 

April 1, 1999

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Addressee's Name

Company Name

Street Address or PO Box No.

City \* Province \* Postal Code

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Salutation:

→

This letter-style example is presented using block style.

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In the block style, every letter part used begins at the left margin. This feature makes the block-style letter one of the easiest and quickest to produce.

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You will generally prepare business letters in block style on letterhead stationery. The dateline begins the letter. Present paragraphs in a single-spaced format. A double space separates the paragraphs. The letter is left-justified with uneven line lengths, which is the appropriate style for all letters.

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Because of its easy-to-produce features, the block style is among the most widely used letter styles.

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Complimentary close,

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*Signature*

→

Sender's Typed Name

Sender's Title

→

Reference Information

• = variable spacing depending on letter length

→ = one blank line

\* = represents two spaces

### PROFILE: Eastern

## Business is Blooming



**K**athy Pimmett is a graduate

of the Niagara Parks Commission School of Horticulture. She is also a Master Gardener and holds a special interest in Heritage Gardens. Kathy has designed parks and gardens for the City of Peterborough and Otonabee Township. She has been the feature speaker at many Horticultural Society meetings and workshops and Women's Institute events.

Kathy was born and raised in Otonabee Township on her parent's dairy farm. She is raising her three girls - Virginia, Jenna and Kerri - in the Township.

Last year, Kathy tried her hand at a pick-your-own cut flower business in conjunction with a local garden centre. She'll try it again this summer. In the winter time, she does relief milking for local farmers. "My work is rewarding," she said. And added, "If I could do relief milking and gardening for the rest of my life, I'd be very happy."

The flexibility of her work is the key, she says. And that's important with three young girls to raise. "Right now it's their time," remarked Kathy, "My time will come later."

Kathy is a charter member of the North Shore WI. The fellowship and sense of community were the reasons she became involved. Currently, the Branch holds a community card party every other Friday night. Kathy says it gets her out with other members of the community in a social atmosphere.

*Kathy Pimmett is a member of the North Shore WI, Peterborough District.*