

Return address, date, comp. close and author's name all line up on the center line. (Note that they begin at the center, they are not "centered.") □

1100 N. Grand
Walnut, CA 91789
September 1, 2012

2-4 blank lines here →

Ms. Maria Mountie
2300 Student Road
Walnut, CA 91789

Use colon after salutation →

Dear Ms. Mountie:

Do not use "To whom it may concern," or "Ladies and Gentlemen"

Congratulations on enrolling in a business writing class as part of your career preparation. These hints on writing business letters will get you started, and we will cover more details throughout the semester.

Single space text; Double space between points and paragraphs

- Write from the reader's point of view, not yours. Show how the reader benefits.
- Use positive language. Try to state what you can do rather than what you can not do.
- Be concise. Avoid long lead ins, redundancies, wordy or needless phrases, and unnecessary details.

Make enumerated points parallel

Your interest in learning to write effective business letters will help you in whatever career path you choose. If you have questions about any of the material in the course, come by during my office hours or call me at 909/274-3915.

2-4 lines here
Sign name →

Sincerely,

Bonnie Jeffers,
Professor