Fully blocked business letter with closed punctuation

Letterhead

|  |  |
| --- | --- |
| A picture containing text, clipart  Description automatically generated | Anjark Services |

400 Villa Road

GAYTHORNE QLD 4000

Telephone: (07) 9123 4567 Facsimilie: (07) 9123 5678

Date

20 August, 20XX.

3 returns

Inside address –person receiving the letter

Mr. Jonathon Preiss,

24 Lomax Street,

KIMBA, S.A., 5641

3 returns

Attention line

**Attention: Jonathon Priess**

2 returns

Salutation

Dear Jonathon,

2 returns

Subject heading

**Composing a letter**

2 returns

The first paragraph of a letter is the introduction which briefly outlines the

topic of the letter. If the letter is a rejection type then this paragraph will

give a more caring introduction.

2 returns

The main section of the letter can be one or more paragraphs and details

Body – information of the letter

the main points of the letter. It is factual, and expressed in such a way as

to portray the image of the business as professional and caring.

2 returns

The vocabulary of this section and indeed the whole letter should be such as

to make the reader feel comfortable while reading. Terms used should be ones

that the reader is familiar with and expressed clearly.

2 returns

The final paragraph is the conclusion which sums up the need for the letter.

2 returns

Complementary close – formal ending

Yours sincerely,

Diana Lui

Signature

4 to 6 returns (depending on length of letter)

Author’s identification – name and position

Ms Diana Lui,

Dispatch Manager.

2 returns

dl:ac

Reference initials– initials of author and word processor; now this is often replaced by a footer containing the file location