Fully blocked business letter with open punctuation

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

400 Villa Road

Letterhead

GAYTHORNE QLD 4000

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

Date

20 August 20XX

 3 returns

Inside address –person/organisation receiving the letter

JTT Distributors

24 Lomax Street

KIMBA SA 5641

 3 returns

Attention line

 **Attention: Mr Jonathon Preiss**

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