

# BST OUTCOME: BLOCK STYLE LETTER INSTRUCTION SHEET

The main thing to remember about a block style letter is that everything begins at the left margin.

Top Margin: 2.0"

Left/Right Margin: 1.0"

The line spacing is as follows:

DATE (Begin 2" from top)

(QS)

INSIDE ADDRESS

(DS)

SALUTATION (Dear Mrs. Jones)

(DS)

SUBJECT LINE (This is what the letter is regarding and is optional)

(DS)

BODY (Single space each paragraph, but double space between paragraphs)

(DS)

COMPLIMENTARY CLOSE (Sincerely yours or Very Truly Yours)

(QS)

WRITER'S NAME

(SS)

WRITER'S TITLE (This is optional, not everyone has a title)

(DS)

REFERENCE INITIALS (Typist's initials, lowercase, no punctuation)

(DS)

ENCLOSURE NOTATION (Not always used, used only if you are enclosing something else with the letter in the envelope)

(DS)

COPY NOTATION (Not always used, only if a copy of the letter is sent to someone else)