

LETTERS

There are different types of letters, which highlight specific information in specific places.

Characteristics of Letters:

Blocks or Block-Style Paragraph (not really paragraphs in the traditional sense, blocks can exist at any length and are not indented. Additionally, they usually do not require the development paragraphs typically demand. However, they do need some sort of organization – typically the topic sentence or the most important information first)

COMPONENTS

Header (This section contains your address or company address with a logo)

Date Line (Provide Today's Date, usually in the DAY MONTH YEAR format, although the MONTH DAY YEAR is acceptable too)

Addressee/Inside Address where the letter is going (Where the information is going)

Salutation/Dear-Line (Whom It May Concern:, Dear Mr. Smith:, etc.)

Body of the Letter (which contains all of the pertinent information you wish to share/discuss with the reader – in other words, your message is here)

Complimentary Close (e.g. Sincerely, Truly, Best Regards, Best Wishes, etc.)

Signature Line (You sign your name here)

Name Line (You type your name)

Enclosure Line (You indicate if you have a page attached here)
-You might need to type "Enclosure (1)"

Copy Line (If you have sent a copy to another person, then you indicate here by placing the abbreviation CC and a colon)
-For example, you might write CC: Tom Miller, Jane Doe, and John Hancock (to indicate that copies of this letter have been sent to these individuals as well).

Assistance Line (If you have another person create the letter for you, then you must have this person's initials appear at the bottom of the page).

EX:

Maria S. Rodriguez
314 Golden Arrow Rd.
Detroit, Michigan 49567

October 22, 2007

Ms. Jane Fuentes
256 Campus Towne Dr.
Detroit, Michigan 49875

Dear Ms. Fuentes:

I am writing to thank you for the gift certificate to Rita's Restaurant. My husband and I plan to go to dinner at Rita's Restaurant next week, and we will enjoy using your kind and generous gift.

Thanks so much.

Sincerely,

Maria S. Rodriguez

Maria S. Rodriguez

cc: Danny Fuentes

df