

## Parts of a Business Letter

DATELINE	Written in Arabic numerals and no abbreviations.
MAILING OR IN-HOUSE NOTATIONS	SPECIAL DELIVERY, AIR MAIL, PERSONAL, and other notations are placed two lines below the date—in all capital letters
INSIDE ADDRESS	<p>The inside address starts 4 lines below the dateline—two lines below the notation, if used. Include name, title, company, address, city, state and zip code.</p> <p>Name and title on the same line is a space consideration. Use a comma only when they are on the same line.</p> <p>Mail is delivered to the address directly above the city, state, zip code line. Use the P.O. Box in that place if you want it delivered there . . . street address if you want it delivered there.</p>
ATTENTION LINE	Use the attention line when you want the letter directed to someone in particular. It can be included with the address in a number of ways. An easy way is to include it in the address right after the company name, and written in all capital letters. ATTENTION JOHN DOE
SALUTATION	The salutation is placed two lines below the address and should correspond directly to the first line of the inside address. (i.e.- Mr. Harry Bache is written either Dear Mr. Bache: (formal) or Dear Harry (informal)
SUBJECT LINE	The subject line is considered part of the letter, and therefore is always placed two lines below the salutation. (i.e.- Subject: Visitation Policy )
BODY	The body is generally single spaced with double spaces between paragraphs. The opening paragraph is short and introduces the letter. The middle paragraph(s) support the opening or provides more information. The final paragraph is short, and serves as a summation, request, or look to the future.
COMPLIMENTARY CLOSING	Appears two lines below the last line of the body, with only the first word capitalized.
SIGNATURE LINE	Personal signatures can be shown in a number of ways. Name, name—position on one line,

	name—position on two lines
REFERENCE INITIALS	Identify the author and/or the typist. The reference line should appear to the left margin, and two lines below the signature line.
ENCLOSURE NOTATION	Placed on the line directly below the reference line to indicate something is being sent with the letter. <i>Attachment</i> can appear as well as <i>Enclosure</i> .
COPY NOTATION	When a copy is being sent to a third person, a notation is made directly below the enclosure notation. You can use cc: (a holdover from typewriter days), pc: (for photo copy), and bc: for blind copies on the file copy and third party copies <b>only</b> .
POSTSCRIPT	Postscripts should be used sparingly since they indicate a lack of organization. Postscripts can be effective when used for emphasis, though. The P.S. is no longer used.

From: Business Letter Writing, Lindsell-Roberts, 1995