

Enter 6 times
(if a short
letter)

Space
twice
before
zip

300 Smith Street
Anytown, GA 30345
January 14, 2008

Return Address (author's
address) typed above the date)

Enter 4 times
after the date

Mailing
address

Mr. John Doe
123 Main Street
Atlanta, GA 30303

Enter 2 times after zip

Salutation

Dear Mr. Doe:

Colon after greeting not comma

Enter 2 times

Body of letter. Single space the body of the letter.
Begin paragraphs at the left edge for block style.
Double space between paragraphs.

Enter 2 times

Comma after closing

Sincerely,

Enter 4 times
for signature

Author
of letter

James Jones