

Business Letter

1.) Change top margin to 2 inches

Page layout > Margins > Custom Margins > 2” for top margin

2.) Change font style size and spacing options

**Select all text (ctrl + A) > Home tab < Font Style (Arial or Times New Roman)
> Change Font Size (12pt)**

3.) Change Spacing

**Page layout > Paragraph Grouping > Spacing-After > Press the down arrow
twice to make it zero pt**

4.) Ready to type letter

- Type the return address (address of person sending the letter)
- Press ENTER type in the date
- Press ENTER 4 times
- Type the inside address (address of the recipient or receiver of the letter)
- Press ENTER twice
- Type salutation (Dear, To Whom It May Concern, Dr., Mr., Mrs.) adding a colon at the end.
- Press ENTER twice
- Type paragraphs (DO NOT indent paragraphs in a business letter, everything is left aligned (Block Format)
- In between paragraphs you will have a double space so you can tell where paragraphs are separated
- After you have typed your last paragraph, you will press ENTER twice and include closing (Sincerely) and a comma
- Press ENTER 4 times and type person's name and title
- The space in between the closing and name is for the person to sign their name once the letter is printed

Summary:

- Letter is in block format, left justified, and single spaced
- Double space in between everything else
- Paragraphs are not indented
- Close with Sincerely, Closing, or Best regards