CORRESPONDENCE - BUSINESS WRITING EXAMPLE

HRW LI-Islanber Aestrophysial I

Missish 1, 2007

Ms. Jane Newemployee Any Department BYU-Idaho Reshurg, ID 83460-0000

Doar Ms. Newemployee:

The preferred style for a business letter at BYU-Idaho is block formatted. The lines, including the date and the complimentary closing, begin at the left margin. The right margin is not justified. Paragraphs are not indented and should be single spaced with double spaced between the paragraphs. Do not divide paragraphs that contain three lines or less between two page. On the top of the continuation pages put the full name, the date, and the page number.

The inside address should include the name of the addressee, usually with a courtesy title preceding the name. Also include the company name, address, city, two-letter state abbreviation, and zip code.

The signature block includes the complimentary closing typed two lines below the body of the letter. The author's name and title should be four lines below the complimentary closing.

The reference initials are typed two lines below the last line of the signature block. Only the typist's initials are necessary if the author is the one signing. The Enclosure or Attachment notation is directly below the reference initials. If there is an enclosure or attachment with the letter, it should be monitoned in the body of the letter.

Use a copy notation (c:) if someone other that the addressee is to receive a copy of the letter. The c stands for copy to and is now the preferred format for copy notations. You may with to use blind copy notation (be:) if you do not want the addressee to know someone else is receiving a copy.

Following these guidelines will ensure a consistent and professional appearance in all BYU-lidaho letters. I have enclosed a paughtlet to help you with the letter writing process, (Not really, but I wanted to mention this so I could use the Enclosure notation.)

Simporely.

Bill Lenerespent

psh BL/wle00, wpd Enclosure c: Mary Othernewerigloyee

The Complete Of Personal Letter Writing And Modern Correspondence

Roman Wölfel

The Complete Of Personal Letter Writing And Modern Correspondence:

The Complete Of Personal Letter Writing And Modern Correspondence Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has be much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**The Complete Of Personal Letter Writing And Modern Correspondence**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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