

HOW TO ADDRESS A BUSINESS LETTER

1. Return address of the letter writer.

..... Street

..... 12345

(4 single spaces)

2. The date of the letter.

(Begin with the month; use a comma) March 7, 20..

(Double Space)

3. Complete name, title, and address of the recipient.

Use "Mr." for a male recipient. If you do not know how a female recipient prefers to be addressed, it is best to use

"Ms."