General Rules of Letter Writing

1. Good Quality Stationary - don’t use paper that is wrinkled that is imperfect in any way. Don’t use coloured or tinted paper.

2. Neat typing - Always word process all business correspondence. All business letters should be faultlessly clean in 12 point font using a normal font (courier, arial, times new roman)

3. Even Spacing - make sure the letter looks good on the page

4. Short paragraphs - short and to the point is what all employers are looking for.

5. Correct Grammar, Spelling and Punctuation - “i wud lik to git a jab in yer compny” will not help your chances

The Parts of a Business Letter -

1. Heading - The Date and Address (where the letter is coming from)

2. Inside Address - The name and address of the person to whom the letter is written

3. The Salutation - which is the complementary greeting.

4. The Body of the Letter - which is the subject matter or message

5. The Close - The complimentary conclusion.

6. The Signature - may include the official capacity in which the letter is written

Example

20 Main Street

Smiths Falls, ON

August 13, 2013

Mr. Craig Beckett

45 Winding Way

Ottawa ON

Dear Mr. Beckett,

Thank you very much for your offer to co-operate with us on the Cathcart case.

We shall keep you keep you informed on the progress of the case, and call upon you when your testimony is required.

Mr. Cunningham will be in Smiths Falls on September first, and he will call for an appointment

Very truly yours,

Larry Flick

heading

Inside Address

Salutation

Body

Close

Signature