**Business Letter Guidelines**

* 1. Date Line
     1. Month, Day, Year
     2. Place 2 – 6 lines below letterhead
  2. Inside Address
     1. Courtesy title + full name
        1. Example: “Professor Sue Chin” for PhD teacher at a University
     2. Business affiliation
     3. Full address
     4. Place 3 – 8 lines below date line
  3. Salutation
     1. Place 2 lines below address
  4. Message
     1. Place 2 lines below salutation
     2. Line spacing: Single
     3. Paragraph spacing: Double
  5. Complimentary close
     1. Place 2 lines below message text
     2. Capitalize only the first word in the complimentary close
  6. Signature Block
     1. Place 4 lines below message text (allow room to sign)