**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)