Formatting Letters[[1]](#footnote-1)

(Create your own letterhead, unless another is available)

DATE

RECIPIENT

TITLE (if relevant)

NAME OF ORGANIZATION

ADDRESS

ADDRESS

Dear Name:

Interview Requested for X Position

Both letter-writing and memo-writing conventions are company specific. Observe the formatting practices of your company. For now, follow the rules of our company. Single-space sentences within the paragraphs of the body of the letter, and double-space between paragraphs. Use standard one-inch margins and Times New Roman 12-point or 11-point font. Usually, limit your letters to one page.

Traditional paragraphs are fine. However, headings and emphasis techniques will guide your reader to key material.

**Use headings and bullets for emphasis**

* Bullet points convey ideas quickly and draw the reader to the information.
* Remember to put more space before a header than after it. Do you see how the space above distinguishes the first block of information from the current block of information?
* Only use headers if you have more than one section. Typically, you should have at least two headers (not just one).

**Additions to the end of your letter**

* Include “enclosure” or “attachment” notations at the end of the letter when needed. Double space after your name; then put the notation.
* Provide contact information either in the closing paragraph or after your typed signature and title. Alternately, put contact information first (before recipient's address).

Recipient Name

Page 2

Date

* As you can see, if you use headers and bullets, you may run onto the second page.

Double-space after the last paragraph and end your letter with a complimentary closing. After the closing, leave three to four blank spaces, and type your name and title. Remember to sign your letter in ink! However, if you are sending the letter electronically, then you do not need to sign the letter. Just include it in the body and in an attachment. If you have any questions, email me at fann@email.unc.edu.

Sincerely,

Julie Fann

Ph.D. Candidate and Teaching Fellow

Greenlaw Hall, CB#3520

University of North Carolina, Chapel Hill

Chapel Hill, NC 27599

Enclosure

1. Fann Resume

1. This handout is based on handouts developed by Susan Irons for E102i:004 and Lynn Setzer for BA100. Most letters do not have citations. I only include this one for reasons of intellectual property. [↑](#footnote-ref-1)