

LETTERS

CHARACTERISTICS

Letters use Blocks or Block-Style Paragraphs (not really paragraphs in the traditional sense, blocks can exist at any length and are not indented. Additionally, they usually do not require the development paragraphs typically demand. However, they do need some sort of organization – typically the topic sentence or the most important information first). Letters are typically single-spaced.

BLOCKS

Blocks, short for block-style paragraph, are dynamic pieces of professional and academic writing. These are especially suited for posting information online and in business documents, where development of paragraph structures is less of a requirement. Likewise, because of the hassle of coding additional parameters for paragraphs, blocks have become the default for online communication.

Blocks are unique from paragraphs in that they can exist at any length and do not require the development of a typical paragraph. To an extent, blocks are being removed from the paragraph categorization because of their adaptability and usefulness in texts beyond the scope of academic and creative writing; thus, a block is a block, and a paragraph is a paragraph, much like a stanza exists in poetry.

Blocks are never indented.

Blocks can exist at any length (i.e., they can exist as a single line or even as a few characters on a page).

Blocks do not typically demand the attention and detail required of paragraphs, unless, of course, the genre demands such attention to detail.

Blocks are frequently used in online environments and for professional correspondence (e.g., memos, reports, proposals, etc.) and even technical/scientific documents (e.g., lab reports, procedures, technical writing, etc.).

COMPONENTS OF LETTERS

Header (This section contains your address or company address with a logo)

Date Line (Provide Today's Date, usually in the DAY MONTH YEAR format, although the MONTH DAY YEAR is acceptable too)

Addressee/Inside Address where the letter is going (Where the information is going)

Salutation/Dear-Line (e.g., Whom It May Concern:, Dear Mr. Smith:, etc.)

Body of the Letter (which contains all of the pertinent information you wish to share/discuss with the reader – in other words, your message is here)

Complimentary Close (e.g. Sincerely, Truly, Best Regards, Best Wishes, etc.)

Signature Line (You sign your name here)

Name Line (You type your name)

Enclosure Line (You indicate if you have a page attached here)

-You might need to type "Enclosure (1)"

Copy Line (If you have sent a copy to another person, then you indicate here by placing the abbreviation CC and a colon). For example, you might write CC: Tom Miller, Jane Doe, and John Hancock (to indicate that copies of this letter have been sent to these individuals as well).

Assistance Line (If you have another person create the letter for you, then you must have this person's initials appear at the bottom of the page).

FORMAT/FORM

Header: Your address

Header: Your address

Header: Your address

Date Line

Inside address

Inside address

Inside address

Salutation:

Message. Message. Message. Message. Message. Message. Message. Message. Message.

Message. Message. Message. Message. Message. Message. Message. Message. Message.

Message. Message.

Message. Message. Message. Message. Message. Message. Message. Message. Message.

Message. Message. Message. Message. Message. Message. Message. Message. Message.

Message. Message. Message. Message. Message. Message. Message. Message. Message.

Message. Message. Message. Message. Message. Message. Message. Message. Message.

Message. Message. Message. Message. Message. Message. Message. Message. Message.

Message. Message.

Complimentary close,

Signature (if printed – provide 3-4 spaces if necessary)
Printed Name

Hugh Middleton
4321 N. Elm Street
Orem, Utah 84058

December 1, 2021

Prof. Thomas Henry
800 W. University Parkway
Orem, Utah 84058

Professor Henry:

Hello, professor, I am writing you to discuss my grade. I understand that I did not finish the remainder of the assignments in the course; however, I wanted to inform you that a family emergency occurred and kept me from completing the work required of the course.

Is it possible to petition the registrar's office to convert my grade from an "E" (failing) to a "W" (withdrawal)? If so, please let me know as soon as possible. With the new semester starting, I want to make sure that I am in good standing academically.

Thank you for your time and attention in this matter.

Respectfully yours,

Hugh Middleton, Student
Enclosure (1)

Note the formatting of the letter:
+All items are left-aligned/justified
+All characters are single-spaced

LETTERS OF APPLICATION (COVER LETTERS)

In the case of the letter of application, the information highlighted is:

- 1) To what you are applying,
- 2) How you are qualified,
- 3) What you offer the company,
- 4) What the company offers you,

5) Finally, a polite hint of your availability for an interview.

Parts:

Header (typically has your address or company address with a logo, sometimes a picture/image)

Date Line (oftentimes, not always)

Addressee/Inside Address where the letter is going (Where the information is going)

Salutation/Dear-Line (Whom It May Concern:)

Introductory Block

-Identify the position you are interested in/applying for

-Identify your source of information (where did you receive the job announcement).

Most human resource offices require this information, while others like it. (Mental note: you must advance through to human resources before the application actually makes it through to the employer who picks who obtains the position and who does not)

-Indicate that you have the qualifications for the position and that you will name them in the letter next/forecast the rest of the letter.

Education Block

-Provide your educational information (where you went to school), and discuss how your education applies to the needs of the position or the qualifications required of the description.

-You might discuss how your coursework has prepared you for the work you will do in the position.

Experience Block

-Provide your experience (where you have experiences relevant to the position with which you are applying). Again, discuss how your experience applies to the needs of the position, or the qualifications required of the description.

-You might include a discussion of your professional experience.

-You might include a discussion of your volunteer experience.

Personal Traits Block

-Provide a listing of your personal traits or traits amicable to the position applied for (tell us how you are a great person, trustworthy, dependable. Additionally, tell us you are a self-starter, a good leader, etc.)

Thank You for Considering Me/Give Me an Interview Block

-Provide a "thank you" to the person for considering you.

-Provide a comment about the best way to reach you: by email or by phone.

-Discuss your availability for an interview

Complimentary Close (e.g., Respectfully yours, Sincerely, etc.)

Signature Line (You sign your name here)

Name Line (You type your name)

Enclosure Line (You indicate if you have a page attached here)
-You might need to type "Enclosure (1)"