

Student's Name
Student's Address or simply ECU
Greenville, NC 27858

Date (March 15, 20xx)

Ms. Helen Jones
123 International Lane
Boston, Massachusetts 01234

Dear Ms. Jones,

Thank you letters can follow several formats-there are block formats, indented formats, and modified block formats . . . and who knows what others. To simplify matters, this letter demonstrates the block format, one of the most common formats. There are a number of references you can easily find on the web if you want to explore another format. There seems to be no consensus about such fine points as whether to skip a line after your return address and before the date: some guidelines suggest that you do; others do not. This illustration has a blank line between your return address and the date.

When you use the block form to write a letter, all the information is typed flush left, with one-inch margins all around. First provide your own address, then skip a line and provide the date, then skip two more lines and provide the address of the party to whom the letter is addressed. If you are using letterhead that already provides your address, do not retype that information; just begin with the date. For formal letters, avoid abbreviations where possible.

Skip another two lines before the salutation, which should be followed by a comma. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs.

After writing the body of the letter, type the closing, followed by a comma, leave 3 blank lines, then type your name, all flush left. Sign the letter in the blank space above your typed name. Now doesn't that look professional?

Sincerely,

Student's Name