October 19, 2011

Quadruple Space after date and Sincerely lines

Everything is left aligned.

Do not indent!

Thomas Kincaid

3308 Holiday Drive

Double Space between paragraphs and between letter sections.

Provo, Utah 39004

Dear Mr. Kincaid:

Letter content will appear here. Each paragraph will be single spaced, but you will double space between each paragraph. The first line of each paragraph is not indented. Your letter will use one inch margins on all four sides. You can either double space or quadruple space after the date, depending on available white space on the page.

Each paragraph of the letter should be left aligned. In fact, every line of your letter will be left aligned in a simple block letter format. Thus, you will never press the tab key. Following your final paragraph, you will again double space and supply your complimentary close (usually sincerely). You will then quadruple space and type in your name and if needed your title below that. The purpose of the quadruple space is to provide enough room for your signature. If there are more documents accompanying your letter, such as a resume, the word "Enclosure " should appear a double space after your name and title.

The most common type of letter would be a cover letter, which would accompany a resume. It is typically a good idea to keep any letter to less than one page and to be to the point. I hope this helps you in your future letter writing endeavors.

Sincerely,

William D. Dixon

William D. Dixon

1" margins on all sides

Professor of Office Applications

Enclosure is used if there is another document sent with the letter.

Enclosure

**MLA Simple Block Letter Format**

Keep the font conservative(no script or theme fonts) and size 12 for most fonts. Times New Roman, Arial, Courier are common font choices.