

CHECK THE BOXES TO ENSURE YOUR WORK IS MAILABLE STANDARD

GUIDELINES FOR LETTERHEAD

- Letterhead in header on first page only
- Letterhead contains the organization's name – font 14-16.
- Letterhead contains the organization's address - font such as size 12 or 10
- Used plain font such as Times New Roman, Arial or Calibri.
- Contains contact information such as telephone number, fax number, web page address and email address.

GUIDELINES FOR THE PREPARATION OF INDENTED LETTER

- Free of errors in grammar, punctuation and spelling
- A4 or letter-size paper should be used for long letters
- Margins:
 - Top margin - 1" start to type address/letterhead or 2" start to type reference to leave space for letter head.
 - Side - 1.5" left and 1" right or 1" left and 0.5" right or left margin on line with letterhead or reference on letterhead.
 - Bottom - at least 1"
- Letter typed in single spaced
- Letterhead in header OR **Sender's name and return address**
 - 2 clear line space after (enter three times)
 - Senders address right aligned (*though sometimes centered*)
- Our Ref. –
 - 2 clear line space after (**enter three times**)
 - Left aligned
 - Reference and date are typed in same line at either margin.
- Date –
 - month day comma year (**month typed in full**)
 - Right aligned same line with reference
- Inside name and address (Recipient's name and address) -

- Each line of the address should start at the left margin
- Used single-line spacing
- Commas at end of lines
- Full stop attend of final address line
- Name of Town in All Caps or Initial Caps
- Salutation –
 - Dear Sir – **1 clear line space (enter twice)**
 - Left aligned
- Subject Heading –
 - Leave one clear line space after the salutation before typing the subject heading**
 - Subject typed in **capitals** with or without **underscore**, or with **initial capitals and underscore**.
 - Subjected centered
- Body –
 - Leave 1 clear line space** after subject heading, before starting to type the main body of the letter.
 - Single-line spacing**
 - Clear line space (enter twice)** between paragraphs
 - Spell out** abbreviations
 - Correct all manuscript signs – **spell out, stet, insert text, new paragraph, transpose, upper case, close up space**
 - the first line of each paragraph **is indented by 0.5 inches** (tab once)
 -
- Complimentary close – the most commonly-used form of complimentary close are:
 - Yours faithfully
 - Four to six line spaces after
 - Right aligned (*though sometimes centered*)
- Signature of writer Right aligned (*though sometimes centered*)
- Name of writer - Right aligned (*though sometimes centered*)
- Designation or Job title and department –
 - below the name - **1 or 2 clear line spaces after**

- right aligned** (*though sometimes centered*)
- Punctuation style: Full punctuation - all necessary punctuation marks are used.**
- Second page (continuation page)**
 - Leave 1 inch of space at top
 - Contains two or more lines of text
 - Page number, addresser name, date of letter (across the top of page)
 - 1 clear line space between header items
 - 1 clear line space before body of letter continues

GUIDELINES FOR THE PREPARATION OF CIRCULAR LETTERS

- Date –
 - type full date – current date
 - 1 or 2 clear line spaces after
- Salutation – 1 clear line space – Dear Valued Customer
- Complementary close – 4 line spaces
- Body of letter in single space with double space between paragraphs
- Leave at least 2 line spaces after the letter before beginning the cut-off slip
- Tear off section – 1 inch from bottom
- Line – used unspaced hyphen from left to right margin
- Insert symbol of a pair of scissors to the left or centre of the separation line.
- Leave 2 line spaces after separation line
- Use continuous unspaced full stops or underscore for writing lines
- Writing lines –
 - One space after a word before writing lines
 - Double space between writing lines
 - Triple line spacing for signature