



Recipient's name
Recipient's title
Recipient's company
Recipient's company Address
Recipient's Name:

When writing a semi block / standard punctuation letter the date and the complimentary closing start at the centre. All other lines start at the left margin. A colon follows the salutation and use a comma after the salutation at the end of your letter.

Punctuation is not used after the date, inside address, company name, or person's name unless these end with an abbreviation. Punctuation is always omitted in the postal code. Top margin is 1.5 and you should allow four to six spaces for the signature block. Always align letter and centre it on the paper to look appealing to the eye.

Sincerely,

Your Name
Your Title