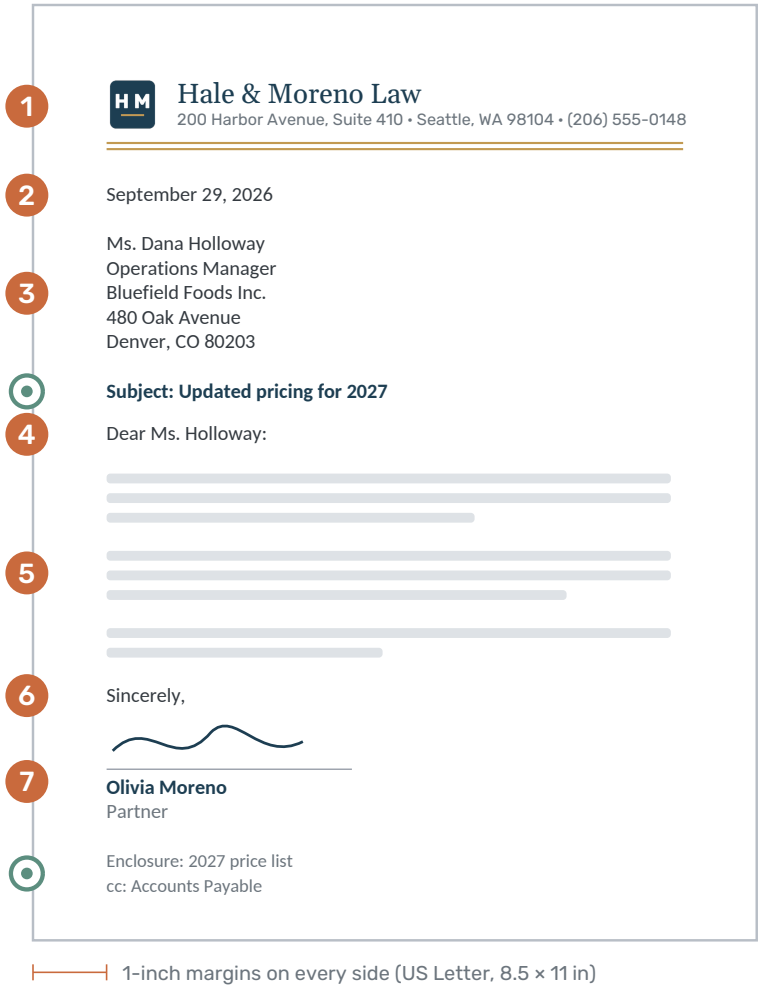
US Business Letter Format

One-page cheat sheet: full block layout, spacing and the seven parts



1-inch margins on every side (US Letter, 8.5 × 11 in)

Seven parts, in order

1. **Heading**
   Your letterhead, or your business name and address. Add a phone number or email.
2. **Date**
   Write out the month: September 29, 2026.
3. **Inside address**
   The reader's name, job title if useful, company and mailing address.
4. **Salutation**
   Dear Ms. Holloway: with a colon in a formal letter.
5. **Body**
   Single-spaced, no indents, a blank line between paragraphs.
6. **Closing**
   Sincerely, or another closing, followed by a comma.
7. **Signature**
   Four blank lines to sign, then your typed name and title.

Add only when useful

- **Reference** – a number the reader will recognize
- **Subject line** – bold, above the greeting
- **Enclosure** – names what you are sending
- **cc** – lists anyone receiving a copy

Page setup

- US Letter, 8.5 × 11 in
- 1-inch margins on all sides
- Arial, Calibri or Times New Roman, 11–12 pt
- Full block: everything starts at the left margin

Common mistakes

- A comma after a formal greeting
- Day-first dates (29/09/2026) in a US letter
- "Dear Sir or Madam" when the name is easy to find
- An enclosure mentioned but not listed

Closings that work

- Sincerely, (most letters)
- Respectfully, (deferential)
- Kind regards, (warmer)
- Best, (contacts you know well)

Free Word and Google Docs business letter templates: docelf.com/business-letter-template/