LABEL/ENVELOPE FORMAT SAMPLE

MS JUNE R TIJERINA
CLAIMS DEPARTMENT
GOLDEN INSURANCE COMPANY
1846 MARKET STREET
SAN FRANCISCO CA 94102-1234

The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.

BUSINESS LETTER SAMPLE

Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer’s name, where a quadruple space (4 returns) will be found.

(DS)

This letter style is to be used for FBLA-PBL competition.

(DS)

Sincerely

(QS)

Barbara Small
Director of Education

(DS)

xx
This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included.

Sincerely

Barbara Small
LETTER WITH ADVANCED FEATURES SAMPLE

Current Date
(DS)
CONFIDENTIAL  (If no mailing notation, QS after date.)
(DS)
Attention FBLA-PBL Competitors
FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
(DS)
Ladies and Gentlemen
(DS)
LETTER FORMAT WITH ADVANCED FEATURES
(If no subject line, DS after salutation.)
(DS)
This letter illustrates the placement of all advanced letter parts as described on the enclosed sheet. It also illustrates the block style letter with open punctuation.
(DS)
Please refer to this letter when keying such a document to avoid making formatting errors.
(DS)
Sincerely
(DS)
FBLA-PBL, INC.
(QS)
Barbara Small
Director of Education
(DS)
xx
(DS)
Enclosure
(DS)
c Ms. Jean Buckley, President/CEO
(DS)
Best of luck in your competition!

LETTER & MEMO SECOND PAGE

Top Margin: 1"
Spacing of Materials: SS
Spacing after Date to Body: DS

Name of Addressee or Company
Page 2  (SS)
Date
(DS)