

**Business Letter Semi-Block Template (Handout 2)**



**(Heading/Return Address)**

\_\_\_\_\_  
(address of writer)

\_\_\_\_\_  
(city, state zip code)

\_\_\_\_\_  
(month, date, year)

**Space three times after the heading.**

**(Inside Address)**

\_\_\_\_\_  
\_\_\_\_\_

**Space two times after the inside address.**

Dear \_\_\_\_\_: **(Greeting/Salutation)**

**Space two times after the greeting.**

**(Body)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**There is no spacing between paragraphs in the body of the letter.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Space two times after the body.**



\_\_\_\_\_  
**(Closing)**

**Space four times after the closing and type your name. Your signature written in cursive will be above your typed name.**

\_\_\_\_\_  
**(Signature - written legibly in cursive)**

**(typed name)**

**The correct spacing for a business letter is 3-2-2-2-4.**