Company name (unless there is a company letterhead OR you are not a company)

13553 SD Hwy 73

Meadow, SD 57644

March 8, 2010

FHS Alumni Association

Attn. Scholarship Application

PO Box 181

Faith, SD 57626

Dear FHS Alumni Association Scholarship Committee: (Salutation)

Most business correspondence uses the full block letter format, in which all elements are aligned on the left margin. One blank line space appears below the following items: recipient’s address, salutation, body of the letter, text block including the sender’s name and title, typist’s initials, and list of enclosures. The blank line spaces generally follow the return address and complimentary close, to provide space for the signature. Either one or three line spaces may be inserted after the date, depending on the letter’s length and the amount of room on the page. This information was taken from the Microsoft Student 2006 DVD, which I believe you all have available on your computers.

I also found information that had no line spacing between the sender’s address and the date. Either way can be correct. You need to decide which way you prefer, and your decision may be based on the length of the letter and the amount of room available. Also note that the format that put a line space between the sender’s address and the date is allowing a line for a company name before the address. For scholarship applications, you will not have nor should you use a company name.

Please remember to use the second style box on the tool bar of your Word document to get a letter that looks like this one. Using the first style box will add more spacing and spread the letter out more on the page. When you have a lot to say, the extra spacing could be a detriment to you.

If by chance you need to use a second page for your letter, you should use the following guidelines, which I found at [www.4hb.com/letters/business-letter-format.html](http://www.4hb.com/letters/business-letter-format.html). If the letter exceeds one page, repeat the recipient’s name, the date, the reference or subject line and show the current page number. Continue your letter three lines below the heading. If you have less than three lines on the second page, consider rewriting your letter or adjusting margins to fit on a single page.

This letter would be a good example of needing to rewrite or make adjustments for the letter to fit on one page.

FHS Alumni Association

March 8, 2010

Scholarship Application

Page 2

Thank you so much for allowing me to apply for the FHS Alumni Scholarship. Being a recipient would mean a great deal to me.

Sincerely,

Patti Storm