Paper size: A4

Font size: 12

Layout: Semi-blocked, blocked or fully blocked

The letter has to begin with the sender’s Name and address at the left hand corner of the page with 1” margin.

This has to be followed by the date (E.g. 26 July 1992 or July, 26 1992) also at the extreme left.

The Name, Designation, Company and the Address of the receiver are to be written next, all at the left corners with proper salutation.

Begin the letter with Dear Mr/Ms/Mrs.

The first paragraph has to introduce yourself and your purpose in brief to the receiver.

The second paragraph has to talk about the actual request to be asked to the receiver.

The final paragraph has to reiterate the purpose of the request and closing has to be done with thanking the reader.

The complimentary close has to be “Sincerely”, “Respectfully yours”, .

The letter has to end with proper signature.

The enclosures, if any have to be mentioned at the end of the entire letter.

The letter has to have single spacing throughout.