



Journalism & Mass Communications • One Washington Square • San José, California 95192-0055 • (408) 924-3240

September 5, 2013

Name  
Title  
Address  
City, State zip

Dear Ms./Mrs./Mr. Last Name:

Everything in a letter is flush left. Don't indent or tab in for anything. It's OK to have more than one sentence in paragraphs in letters. Use 12-point Times as your font. Use the same AP Stylebook for letter writing that you use for media writing assignments. It's important to state your purpose in the first paragraph. Any name-dropping should be done in the first graph as well.

Double space in between paragraphs but do not indent. One thing you should do is create letterhead for yourself using a different font, preferably something sans serif that stretches across the top of the page like the above so it is easy to read.

You can have a long letter or a short letter but either way, it should look well centered on the page like this one. If your letter is short you'll want to start farther down on the page with your date, addressee info and so on so that your copy looks vertically centered. Longer letters will need to start closer to the top of the page for the same reason.

The final paragraph may include a call to action and/or a thank you. You'll return two or three times before writing your closing.

Best regards,

Name of signatory  
Title of signatory (if applicable)

Enclosures: (number)

cc: (name receiving copy)  
(name receiving copy)