Writing Letters

1. **The Basics**
	1. Why is a good letter important?
	2. Letterhead/paper
	3. Letter styles
		1. Full block
		2. Block
		3. Modified block
		4. Simplified
		5. Square blocked
2. **Parts of a Letter**
	1. Date
	2. Address
	3. Attention line
	4. Salutation
	5. Subject line
	6. Body
	7. Special paragraphing
	8. Closing
	9. Signature
	10. Title Line
	11. Writer/Typist
	12. Enclosures
	13. Copies
	14. Second page
3. **Writing the Letter**
	1. Keep it simple
	2. Set the right tone
	3. What to avoid
	4. Organize key points
	5. Make your point in the first sentence of each paragraph
	6. Punctuation
	7. Proofreading
4. **The Envelope**
	1. Return Address
	2. How to address the envelope
	3. Attention line
	4. Special instructions
	5. Special mailing services
5. **Memos vs. Letters**
	1. The difference between a memo and a letter
	2. What parts are needed?
	3. Proofread
	4. Is a signature required?
6. **Who will you write letters to and why?**
	1. Church/Conference/Union/Division Leaders
		1. Keep them informed of what you’re doing
	2. Team members
		1. Share ideas
		2. Share upcoming events/information
		3. Follow up to meetings
	3. Pastors
		1. Keep them informed of what you’re doing
	4. Speakers
		1. Confirm invitation
			1. Date
			2. Time
			3. Topic
			4. Length and number of talks
			5. Location of events
		2. Confirm honorarium and reimbursements
		3. Travel Arrangements
7. **Conclusion**
8. Responding to people who write to you.
	* 1. answer all questions
		2. answer in a timely manner

**Letterhead**

**Full Block Format**

January 28, 2002

Mary DeVoe

477 Woodland Dr

Parkesburg, PA 19365

Dear Mary:

This is an example of the Full Block Format for letter writing. As you’ll notice, everything is aligned to the left margin. It is a very simple format. The paragraphs are not indented.

You can see the spacing of the letter as well. With four lines between the date and address, two spaces between the address and salutation and also between the salutation and body of the letter. There are two spaces between each paragraph as well. Two spaces are between the body and the closing line. Four spaces are between the closing line and signature line.

In each paragraph, the first sentence shares the main point. The rest of the paragraph expands on the main point. Attempt to keep each paragraph to three or four sentences. It is best if the letter is short enough to fit onto one page.

Sincerely,

Tamyra Horst

Women’s Ministries Director

**Letterhead**

**Block Format**

January 28, 2002

Mary DeVoe

477 Woodland Dr

Parkesburg, PA 19365

Dear Mary:

This is an example of the Block Format for letter writing. As you’ll notice, every thing is aligned to the left margin except for the date and closing lines which begin at about the middle of the page. The paragraphs are not indented.

You can see the spacing of the letter as well. With four lines between the date and address, two spaces between the address and salutation and also between the salutation and body of the letter. There are two spaces between each paragraph as well. Two spaces are between the body and the closing line. Four spaces are between the closing line and signature line.

In each paragraph, the first sentence shares the main point. The rest of the paragraph expands on the main point. Attempt to keep each paragraph to three or four sentences. It is best if the letter is short enough to fit onto one page.

Sincerely,

Tamyra Horst

Women’s Ministries Director

**Letterhead**

**Modified Block Format**

 January 28, 2002

Mary DeVoe

477 Woodland Dr

Parkesburg, PA 19365

Dear Mary:

 This is an example of the Modified Block Format for letter writing. As you’ll notice, everything is aligned to the left margin except for the date and closing lines which begin at about the middle of the page. The paragraphs are indented in this style.

 You can see the spacing of the letter as well. With four lines between the date and address, two spaces between the address and salutation and also between the salutation and body of the letter. There are two spaces between each paragraph as well. Two spaces are between the body and the closing line. Four spaces are between the closing line and signature line.

 In each paragraph, the first sentence shares the main point. The rest of the paragraph expands on the main point. Attempt to keep each paragraph to three or four sentences. It is best if the letter is short enough to fit onto one page.

Sincerely,

Tamyra Horst

Women’s Ministries Director

**Letterhead**

**Simplified Format**

January 28, 2002

Mary DeVoe

477 Woodland Dr

Parkesburg, PA 19365

DIFFERENT LETTER STYLES

This is an example of the Simplified Format for letter writing. As you’ll notice, every thing is aligned to the left margin and there are no salutations or closing lines. There is a subject line, which has been typed in all capitals. It could also have been typed in regular type with everything underlined. The paragraphs are not indented.

You can see the spacing of the letter as well. With four lines between the date and address, two spaces between the address and salutation and also between the salutation and body of the letter. There are two spaces between each paragraph as well. Two spaces are between the body and the closing line. Four spaces are between the closing line and signature line.

In each paragraph, the first sentence shares the main point. The rest of the paragraph expands on the main point. Attempt to keep each paragraph to three or four sentences. It is best if the letter is short enough to fit onto one page.

Tamyra Horst

Women’s Ministries Director

**First Page**

**Women of Worth Ministries --1**

1672 Mine Rd, Paradise PA 17562

717/442-9685

tnthorst@compuserve.com

January 28, 2002 **--2**

The Bennett Agency **-- 3**

3744 Nolt Rd

Landisville PA 17538

Attention: Tina Bennett **-- 4**

Dear Friends: **-- 5**

Subject: Letter Writing Seminar **-- 6**

 My favorite letter format is the Modified format. This is an example of the Modified style, with every part of a letter that I know how to use included in it. For some reason, I like a letter with indentations in the paragraph and the date and closing lines begun in the center. It seems less formal.

 **-- 7**

 The letterhead is a letterhead I’d like to be able to use for real some day. My dream is to have a ministry, “Women of Worth”, which would help women to achieve their dreams of ministry through writing and speaking, while providing resources (speakers, musicians, etc.) to Women’s Ministries Leaders.

 -- 8

The information will be indented about ten spaces on each side.

 With two lines between the paragraph before and after it.

 This will set off the data and draw the reader’s eye to it.

You’ll notice that the previous paragraph was written with the main thought for the first sentence. The rest of the paragraph explained the idea. And it is a true paragraph – I do want to start a “Women of Worth” ministry some day.

 With His love, **-- 9**

 Tami Horst **-- 10**

 Tamyra Horst **-- 11**

 Director

TLH:mld **-- 12**

Enclosure **-- 13**

cc Mr Tim Horst **– 14**

**Second page**

**#1**

Mary DeVoe

January 28, 2002

Page two

**#2**

Mary DeVoe, January 28, 2002, page two

**#3**

Mary DeVoe January 28, 2002 page 2

**The Envelope**

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**Postage**

Women of Worth Ministries **– 1**

1672 Mine Rd

Paradise PA 17562

ADDRESS CORRECTION REQUESTED **– 4**

 Special Delivery **– 5**

ATTENTION: TINA BENNETT **– 3**

The Bennett Agency **– 2**

 3744 Nolt Rd

 Landisville PA 17538

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**The Memo**

Memo

To: Tina Bennett

From: Tami Horst

Date: January 28, 2002

Subject: The difference between Memos and Letters

This is what a typical memo looks like. Memos are less formal than letters. If you have a lot of information to share, a memo is not for you. Memos are short and informative.

You will always need to have a “To,” “From,” “Date,” and “Subject.” The paragraphs are still double spaced between each one. Many computer programs have memo template already set-up—use them. Send memos to people with whom you have a close and/or friendly working relationship.

Memo’s are not signed but are often initialed. Sign your initials at the end of the body of the memo or following your name.

 tlh