Make Your Own Company Letterhead

To: Mary Groves
From: Your Name
Date: August 27, 201-
Subject: Getting to Know Me (Please be specific with your subject line)

This is a standard business memo format. You will be using this format for many of your assignments.

Notice how the document has a letterhead. Please design a company letterhead for this class. Every business document includes a company letterhead. Please make sure your “To, From, etc.” is not too close to your letterhead. Include some white space. Before you print, do a quick “print preview” to see what it will look like and ensure that you have not crowded the top.

Also, notice how this document is single-spaced in size 12 Times New Roman font.

To start a new paragraph, insert one blank space. Do not indent to start a new paragraph. The format you are using is called block style.

Memos do not have complimentary closing such as sincerely, regards, etc. Please see page 473 in your book for examples of correspondence formats.

Finally, remember for most assignments, unless stated differently in class, you will have one page only. Please do not change the standard Word margins to give yourself more room. Be ruthless when you revise to eliminate any unnecessary words.