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414 North Meridian Street  
Newberg, Oregon 97132.2697

503.538.8383

August 13, 2004

George Fox  
414 Meridian St. #6001  
Newberg, OR 97132

Dear Mr. Fox:

When typing formal letters on George Fox letterhead, start your copy 2.25 inches from the top, 1.75 inches from the left, and use one-inch margins on the right and bottom. Align all type flush left with no paragraph indentations. Double space between paragraphs.

As for other spacing, it's traditional to triple space between the date and the address block, double space between the address block and the salutation, double space after the salutation, and leave four lines for the signature. However, it's fine to only double space after the date, especially if doing so will save the letter from running on to a second page.

This block style is the current business letter writing style standard and has been approved by efficiency experts because it saves keystrokes. To readers, this flush left style looks more contemporary than the indented paragraph style. Finally, adopting this style will help convey a consistent image for all George Fox correspondence.

Sincerely,

A handwritten signature in black ink, appearing to be "Mr. Knox N. Box".

Mr. Knox N. Box  
Style Guide Editor