

Global Communications PLC  
Global House  
2 Westwood Avenue  
London W4R 5TW

2 June 2019

Mrs Candice Graham  
21 Ashley Avenue  
Knutsford  
Cheshire  
KN5 6UT

Dear Candice

Fully Blocked Layout

1. Start with sender's address. \*Needs not be included if company's letterhead is used.
2. Date (month written in word)
3. Inside/Receiver's address
4. Salutation.
5. Subject line- gives an indication of content
6. Introduction- start with purpose for direct approach or buffer for indirect approach.
7. Body paragraphs: provide details. Expand purpose. Use a new paragraph for separate ideas of themes.
8. Build goodwill
9. End with call to action. (State action you expect to be taken, contact details, deadline.)

The fully blocked method of displaying business documents is now widely used, but do you use it correctly? The main feature of this modern display is that all lines start at the left margin- with no exception!

Most people combine the fully blocked layout with open punctuation. This means that no punctuation marks are used except in the main body of the message where of course we must use commas and full stops. No punctuation is used in the inside address, date, salutation, complimentary close or enclosure sections.

If you use fully blocked layout for the first page of a letter (or any communication) you must also block the second or subsequent pages. Continuation sheets which start with the page number in the middle are not fully blocked- it should be at the left margin, along with reference, date and addressee. An example of continuation sheet displayed in fully blocked layout is enclosed.

I know you will agree that this layout is easy to produce and it looks good too.

Remember to use this layout in all your business documents.

Yours Sincerely

*Shirley Taylor*

Shirley Taylor (Miss)  
Training Consultant

Enc

Copy: James Reeves, Training Manager  
Natasha Sirley, Personnel Trainer

10. Complimentary close should match salutation:  
**Salutation: Dear Name: Yours Sincerely**  
**Salutation: Dear Sir/Madam: Yours faithfully.**
11. Sender's signature
12. Sender's name and title
13. Designation or Department
14. If anything is enclosed, indicate 'Enc' or 'Encs'
15. Use alphabetical order for list of people receiving copies.

