

INSTITUTE WRITING PROGRAM

THE WRITING CENTER

Thank-you and Business Letters

Business Block Style.

This template shows how to write a letter using **Business Block**, the standard format for professional correspondence, including employment cover letters.

Note key features:

- Left justify for all elements
- 1” margins and standard font
- Body of letter centered on page

Example.

Post Box 1776
Lexington, VA 24450

[your return VMI address; do not include your name here]

February 15, 2015

[skip line]
[write out date as modelled]
[skip line]

Mr. and Mrs. John Smithfield
The Semper Fi Foundation
498 Benefactor Lane
Generosity, VA 24450

[skip line]
[use only last name in the salutation; use colon, not a comma]
[skip line]

Dear Mr. and Mrs. Smithfield:

This first paragraph concisely introduces yourself to your benefactors and explains why you are writing them. Mention your scholarship by name.

Use the second paragraph to create a picture of who you are for your benefactors. They have invested in your education and their return is knowing your story and learning how that investment has made a difference. Include basic personal information not already mentioned (for example, your major, hometown). Then describe what you have been doing this year at VMI both in and out of class. Be sure to detail activities that relate to your scholarship if it had a specific purpose (supporting athletes, chemists, band members, etc.) It is also fine to share personal reflections as well, such as your experience on the soccer team, what you learned while abroad, what motivates you to pursue your academic major, struggles you have overcome, and so on. If you have a lot to say, break your information into two paragraphs.

The brief final paragraph reminds the recipient why his or her gift has made a difference in your life. You might mention why receiving this scholarship was helpful to you and what it has enabled you to do. Reiterate your appreciation and wish the benefactor well.

Sincerely,

(signature)

[skip four lines; sign your full name as printed below]

Jane Doe
VMI Class of 2018

[type out your full name]
[identify your year of graduation]

