

Nicaragua Christian Academy – Paper Formatting Guidelines (Business Letter)

The following guidelines should be used for business letters (full-block style):

1. Font: Times New Roman, size 12; margins: 1"
2. Spacing: **single-spaced throughout paper**; skip one line between each paragraph
3. Paragraphs: **no indents**; all paragraphs are left-aligned
4. Formal language is required. No contractions.

More specific standards can be found at http://en.wikipedia.org/wiki/Business_letter

Example:

The diagram illustrates the formatting of a business letter. It shows a full-block letter with the following elements and callouts:

- 1" margin**: Indicated at the top and left of the page.
- Sender's name and address**: John Doe, Nicaragua Christian Academy, Apartado 842, Managua, Nicaragua.
- Date in international format**: 5 September 2008.
- Recipient's name and address**: Susan Anderson, 123 Main St., Centerville, NY 12345.
- Greeting**: Dear Ms. Anderson, (To whom it may concern:, Dear ____, Dear sirs, etc.)
- Body**: Two paragraphs of text, with a 1" margin on the left. The first paragraph is: "I want to thank you for your recent visit to our school. It is always a pleasure to have people interested in seeing God's hand at work around the world, and your interest and support was evident throughout the time you were here." The second paragraph is: "Nicaragua Christian Academy currently has over 290 students in preschool through high school. Our mission is to equip children of Christian parents with the spiritual discernment, the moral courage and the academic excellence to impact society through Christian living motivated by a heartfelt love for God. Our students are being led in a daily walk of learning more about their personal Lord and Savior and learning how to serve Him in every area of their lives. All of NCA's teachers and staff profess a personal relationship with Jesus Christ." The third paragraph is: "Thank you again for your support and prayers. May our Lord bless you as you continue to carry out His calling on your life."
- Closing**: Sincerely, (Sincerely, Respectfully, Regards, etc.)
- Signature**: A line indicating where the signature should be placed.
- Type sender's name and e-mail**: John Doe, johndoe11@hotmail.com
- Additional information (optional)**: Cc: file; Liam Starkenburg, Director (Encl.: (Enclosures); Cc: (Carbon copy recipients))