

Align your return address to the left margin.  
Use 2.5 cm margins all around your letter.  
The closing and your typed or printed name an additional 4 cm.

Blue= the components of the letter

Red= instructions

Black= an example

Return Address of Sender Miss Penelope Smith  
1600 Main Street  
Thunder Bay, Ontario

*(four single spaces)*

Date October 22, 1919 *Format =Month Day Comma Year*

*(double space)*

Name Prime Minister Robert Borden

Title Prime Minister

Address Parliament Hill, Ottawa

*(double space)*

Salutation Dear Mr. Borden: *Use a colon after the name*

*(single space)*

*Body of the letter Indent each paragraph of your letter's body by five spaces.  
Make sure you consult the rubric so you have all the appropriate information. You  
will probably need two or three paragraphs to fully meet expectations.*

*(double space)*

Closing Sincerely, *indent about a third of the page width*

Signature *Penelope Smith*

*(four single spaces- between closing and typed name)*

Typed or printed name of sender Penelope Smith