

Checklist—Block Style Letter

1. Five enters from top of page
2. Enter four enters after the date
3. Inside address keyed in as shown
4. Two enters after inside address
5. Salutation keyed in as shown on test
6. Two enters after salutation
7. Paragraphs have a blank line between each
8. Two enters after last paragraph
9. Closing has comma
10. Four enters after closing
11. One blank line before reference initials
12. Reference initials formatted in lower case letters
13. Copy notation is directly below reference initials