

Table 23-2 / Nuts & Bolts of Letter Writing

Your letters to the school are business letters. The parts of business letters are standard.

Parts of a Letter

Heading or Letterhead. Your heading or letterhead will include your name, address, and telephone number.

Date. The month, day and year you write the letter.

Reference line. Your child's full name, grade and school.

Inside address. The recipient's full name, title, school, and address.

Salutation. Greeting that begins with the word "Dear." Examples: "Dear Mr. Clark:" "Dear Dr. Jones:"

Body of the Letter. The body of your letter should be single-spaced with two spaces between paragraphs. The first line of each paragraph may or may not be indented. Be consistent.

Closing. Appropriate closings include:

- Sincerely
- Sincerely Yours
- Respectfully
- Regards

Signature. You should sign all letters. Type your full name beneath your signature.

Additional Notations. Use notations at the end of your letter to indicate that:

- something is enclosed with the letter
- something is attached to the letter
- something else has been sent
- other individuals will receive copies of the letter

"Nuts Bolts of Letter Writing" is from [**Wrightslaw: From Emotions to Advocacy**](#) (page 216), published by [Harbor House Law Press, Inc.](#) For more information about Wrightslaw books, go to: <http://www.wrightslaw.com/pubs.htm>