

Birkbeck, University of London

Malet Street, Bloomsbury

London WC1E 7HX

Addressee name

Address line 1

Address line 2

Address line 3

Postcode

Date

Dear (addressee),

This example shows the typing layout for letters. Set the left-hand margin to 30mm and type the name and address. The typeface is Times New Roman, 12 points in size and on auto (or 14.5 points) leading. Do not use the abbreviations st, rd, th after the day of the month. Do not use any punctuation in the address.

Type the salutation three line spaces below the date. Start the body of the letter one line space below the salutation. Use single line spacing throughout the letter. Do not indent paragraphs. Type lines to an average length of 150 mm and keep the right-hand margin as even as possible (but do not break words). Use single spaces after full stops.

Type the closing salutation one line space after the end of the body of the letter (without punctuation). Then type the name of the signatory five line spaces below. Status or title may be included immediately below the name in Times New Roman italic if required.

Yours sincerely

Your name

Title