**Letter Vocabulary**

**Apply correct memo and letter formats.**

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| **Term** | **Definition** |
| **Attachment Notation** | A special notation at the end of a memo or letter that indicates that an item(s) is attached to the letter or memo. |
| **Block Style** | A keying style for a letter or memo in which all the text is aligned at the left margin. |
| **Body** | The main text of a personal letter, business letter, memo, email, or report.  |
| **Business Letter** | A letter sent from one business or organization to another or to an individual. |
| **Complimentary Close** | Ending of the letter. Example: Sincerely yours,  |
| **Copy Notation** | Use a lowercase (c) followed by the name of the person(s) to receive a copy. Place the copy notation a double space below the last line of the enclosure notation or the typist line if there is no enclosure. |
| **Double Space** | Pressing the enter key twice (2) leaving one blank line. This can also refer to line spacing using the word processing feature to leave one blank line between each line of text. |
| **Enclosure Notation** | A special notation at the end of a letter indicating that an item(s) is included with the letter. |
| **Handwritten Signature** | Author’s handwritten/signed name. Placed on the printed copy of the letter. |
| **Keyed Name** | The author’s keyed name in the closing of the letter. |
| **Letter Address/Inside Address** | The address of the receiver of the letter. |
| **Letterhead** | Letterhead is stationery that is used instead of the return address in a business letter and consists of the business’ name, address, phone/fax/email, and logo.  |
| **Mixed Punctuation** | A colon or comma is keyed in the salutation and a comma is in the complimentary close. |
| **Open Punctuation** | There is not a colon keyed in the salutation and there is not a comma in the complimentary close. |
| **Personal-Business Letter** | A letter written by an individual to deal with business of a personal nature. (A letter that is sent from an individual to a person or business/organization.) |
| **Return Address** | The address of the sender of the letter and consists of a line for the street address and one for the city, state, and ZIP code. |
| **Salutation** | The greeting of a letter that is keyed a double space below the letter address. |
| **Single Space** | Pressing the enter key one (1) time leaving no blank lines. |
| **Typist Initials** | Initials of the typist. Used when someone other than the author keys the letter and is keyed at the left margin, a double space below the writer’s name. |