

# BULLETED LISTS IN BUSINESS LETTERS

**When using bulleted lists in business letters, indent the bullets to .5” and use a hanging indent for the text at .75”.**

.....body of letter.

**DS**

- ✓ SS the bulleted list
- ✓ DS before and after the bulleted list
- ✓ Indent the bullets to .5” and the text is a hanging indent that will be indented to .75”

**DS**

Continue body of letter.....

## **To change the bullet type used:**

- ⇒ Highlight the bullet section you are using
- ⇒ Right click, BULLETS AND NUMBERING
- ⇒ Click MODIFY, and then the BULLET button
- ⇒ Select the bullet format to use