

OPEN PUNCTUATION IN A BUSINESS LETTER

In Open Punctuation in a business letter, there is no punctuation after the salutation and complimentary close:

Dear Mr. Leigh

BODY OF LETTER

Sincerely

MIXED PUNCTUATION IN A BUSINESS LETTER

When using Mixed Punctuation in a business letter, add a colon after the salutation and a comma after the complimentary close:

Dear Mr. Leigh:

BODY OF LETTER

Sincerely,

