

The UK format is similar to US full block format, with these key differences for UK letters:

- The return address is right-aligned
- The date is written as “15th May 2008” not “May 15, 2008”
- A comma, not a colon, follows the recipients’ name
- The subject (if included) is centred

In the UK, a standard business letter looks like this:

123 Old Road
Newtown
London
SW1 3AA

21st July 2008

Mr. Bob Jones
Widgets Inc.
98 Anywhere Street
Cambridge
CB3 1GH

Dear Mr. Jones,

REQUEST FOR JOB APPLICATION PACK

I am writing to ask for a job application pack for the role advertised on your web site.
Please find my address details above.

Thank you for your time.

Yours faithfully,

Tom Smith

Tom Smith