



## Two-Page Business Letters

Use plain paper for the second and subsequent pages of letters. Begin the heading about an inch from the top edge of the sheet. Type the heading at the left margin in *block form* or in the *horizontal form (one-line arrangement)*.

**Leave 3 blank lines between the heading and the first line of the resumed letter;** use the same side margins as for the preceding page.

Note: Do not resume the body of a letter with the last part of a divided word. Include at least two lines of a paragraph at the bottom of a page and at least two lines at the top of the succeeding page.

Mr. Allen N. Brown  
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March 17, 20--

Write or call your nearest Xmark representative for information

Mr. Allen N. Brown

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March 17, 20--

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