

member of the Society of Friends. The ordinary titles are *Miss*, *Mrs.*, *Mr.*, and *Esq.* A boy is addressed as *Master*. For the proper use of these and other titles, see classified list.

The directions comprise the name of town, county and state; or, if in the city, the number and street, city and state. The heading indicates the writer's postal address; while the introduction shows the postal address of the party written to. The complimentary phrase used in greeting or saluting the person addressed, should be suggested by our acquaintance or relationship, and by his official title. The common forms are *Sir*, *Miss*, or *Madam*, to strangers where great formality is required; while ordinarily *Dear Sir*, *Dear Miss*— or *Dear Madam*, are appropriate whether to a stranger or an acquaintance. To friends or relatives, *My Dear*, etc., or simply *Beloved*, *Darling*, etc.

The introduction sometimes consists of the salutatory greeting alone, in which case the address should be placed at the end of the letter, forming a part of the conclusion.

In *business letters* not official, the address is always written at the top.

In military and other *official business letters*, the address is sometimes written at the top, and sometimes at the bottom.

In ordinary letters to a stranger or slight acquaintance, the address should be at the top.

The address, if at the top, should be placed on the left of the first or second line below the date. It may occupy two or more lines, the first containing the *name and title alone*. (See specimen letters.)

The parts of the introductory address should be separated by a comma, and a period placed after each abbreviation, and at the end of the address.

The salutation may occupy a separate line, or be upon the same line as the commencement of the letter. It should begin near the margin, and should be followed by a comma, or, if the letter begins on the same line, by a comma and a dash.

The body of the letter is the communication itself, and should commence under the end of the introductory address.

A blank margin should be allowed on the left hand of each page.

The suggestion previously made, for thinking over beforehand, and noting down any important thought or fact, will be found