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Modified block format business letter example

How to format a modified block letter. What is modified block style business letter. Modified block style business letter example. How to write a business letter in modified block style. Example of modified block letter format.

[Your Name] [Address] [Address] [Phone] [Date today] [Recipient's Name][Company Name][Address][Address][Address]Dear [Recipient's Name]: Modified semi-block business letters are the same as modified block letters, except the para-graphs are indented. Modified semi-block letters are a little less formal than full block letters, but the difference in levels of formality are not very significant. The sender's address, the closing, the signature, and my name, start five spaces to the right of the center of the page in a modified block letter, or a modified semi-block letter. In this sample letter, I have taken out all the optional parts of the letter, so that only the essential parts remain. If you remove one of the optional parts of the letter, also remove the space for it, or your letter will have too much empty space. If your letter is only one page, type the complimentary close and optional components as shown below. Otherwise, type them on the last page of your letter. (See page 2.) Sincerely, [First name Last name, title] [Recipient's Name] 2 - [Date] Re: [Letter subject] Begin your continuation page 3 blank lines below the heading. Continuation pages should include at least three lines of text; if there is less than three lines, look again at the pages before, try to shorten your letter, and fit it all on fewer pages. Type the complimentary close and optional parts below the last line of the last page. Note that the complimentary close on this page is lined up on the right margin, but on the first page, it's about five spaces to the right of center, so that it is directly below the date.

Sender's name
Sender's address
(1 line down)

Recipient's business name
Attention: the person the letter is going to
Recipient's address
(2 lines down)

Dear XXX:
(2 lines down)

Body: In this example of a modified block letter, you can see that the recipient's information and the sender's information at the end are centered. The remainder of the letter is aligned at the left margin. No indentations are used. Make sure your margins are set to 1-1.5 inches around the entirety of the page. If you are writing your letter on the company letterhead, you will need to take that into account when deciding the margins for your page.
(2 lines down)

For this style, you

(2 lines down)

Signature
Sender's name,
Sender's title
document / Attachment

It is also alright to put the closing and signature five spaces right of the center line, the same way it is on page 1. Go to [◆](#)for an explanation of modified semi-block letter components. Sincerely, [Firstname Lastname, Title] [Your Name] [Address] [Address] [Phone] [Date today] Re: [To whom this letter refers] CERTIFIED MAIL URGENT [Recipient's Name] [Company Name] [Address] [Address] Attention [Recipient's Name] Dear [Recipient's Name]: [SUBJECT] Modified semi-block business letters are the same as modified block letters, except the paragraphs are indented. Modified semi-block letters are a little less formal than full block letters. If your letter is only one page, type the complimentary close and optional components as shown below.

Semi-Block

Otherwise, type them on the last page of your letter. (See page 2.) Sincerely, [Signature] [Your Name, Title][Identification Initials]Enclosures: [Number]cc: [Name for Copy] [Name for Copy] Summary: This resource covers the parts of the basic business letter and provides three sample business letters. If you are using letterhead, do not include the sender's address at the top of the letter; instead, begin with the date. Block Format 123 Winner's Road New Employee Town, PA 12345 March 16, 2001 Ernie English 1234 Writing Lab Lane Write City, IN 12345 Dear Mr. English: The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening, then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go into detail until the next paragraph. Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning. Finally, in the closing paragraph, briefly restate your purpose and why it is important.

Full Block Letter Format

CENTER VERTICALLY
1" SIDE MARGINS

RETURN → 610 Grand Avenue
ADDRESS Laramie, WY 82070-1423
DATE → February 20, 2006 *QS*

**ATTENTION
LINE** → Attention Personnel Director
**LETTER
ADDRESS** → Elegant Themes
388 Stonewall Dr.
Longview, TX 75601-0132 *DS*

SALUTATION → Dear Assensi Dealer *DS*

SUBJECT LINE → CONCERNING THE GIUSEPPE ARMANI FIGURINES *DS*

The Giuseppe Armani figurines in your window are very attractive. I noticed them last week. Do you have any other figurines?

BODY

A friend gave me a pamphlet showing three Assensi millenium sculptures: Stardust (year 1-999), Silver Moon (year 1000-1999) and Comet (year 2000- and beyond). I want to buy all three sculptures. Do you have them in stock or could you order them? If not, could you refer me to a nearby dealer? I have included a copy of the pamphlet for your information.

I look forward to adding these beautiful pieces to my collection.

**COMPLIMENTARY
CLOSE** → Sincerely, *DS*

COMPANY NAME → COMPANY NAME *QS*

WRITER → Cynthia A. Mansfield *DS*

**ENCLOSURE
NOTATION** → Enclosure *DS*

**COPY
NOTATION** → c Bradford Williams
Leslie Morrison *DS*

POSTSCRIPT → I am very interested in purchasing the Giuseppe Armani figurines.

If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time. Sincerely, Lucy Letter Modified Block Format (Tab to center, begin typing) 123 Winter's Road, New Employee Town, PA 12345 March 16, 2011
Ernie English 1234 Writing Lab Lane, Write City, IN 12345 Dear Mr. English: The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening, then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go into detail until the next paragraph. Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts.

Gregory Donaldson
Minoan Inc
247 Madison Ave., Suite 2103
New York, NY 10015

December 3, 2006

Dixie Cleverelle
Savbizoor Ltd
28 Green St., Suite 14
Monte, NY 10047

Dear Ms. Cleverelle:

The first shipment of equipment from Sawbizoor Ltd has arrived. We are delighted with every piece. Therefore, we decided to make our initial purchase larger than anticipated. I am attaching our purchase order No. 8930 for additional goods totaling

Since you already have a copy of our Procurement Guidelines, I shall not attach them to this order. As before, we will establish a letter of credit. Please inform me of

shipping dates.

G. R.

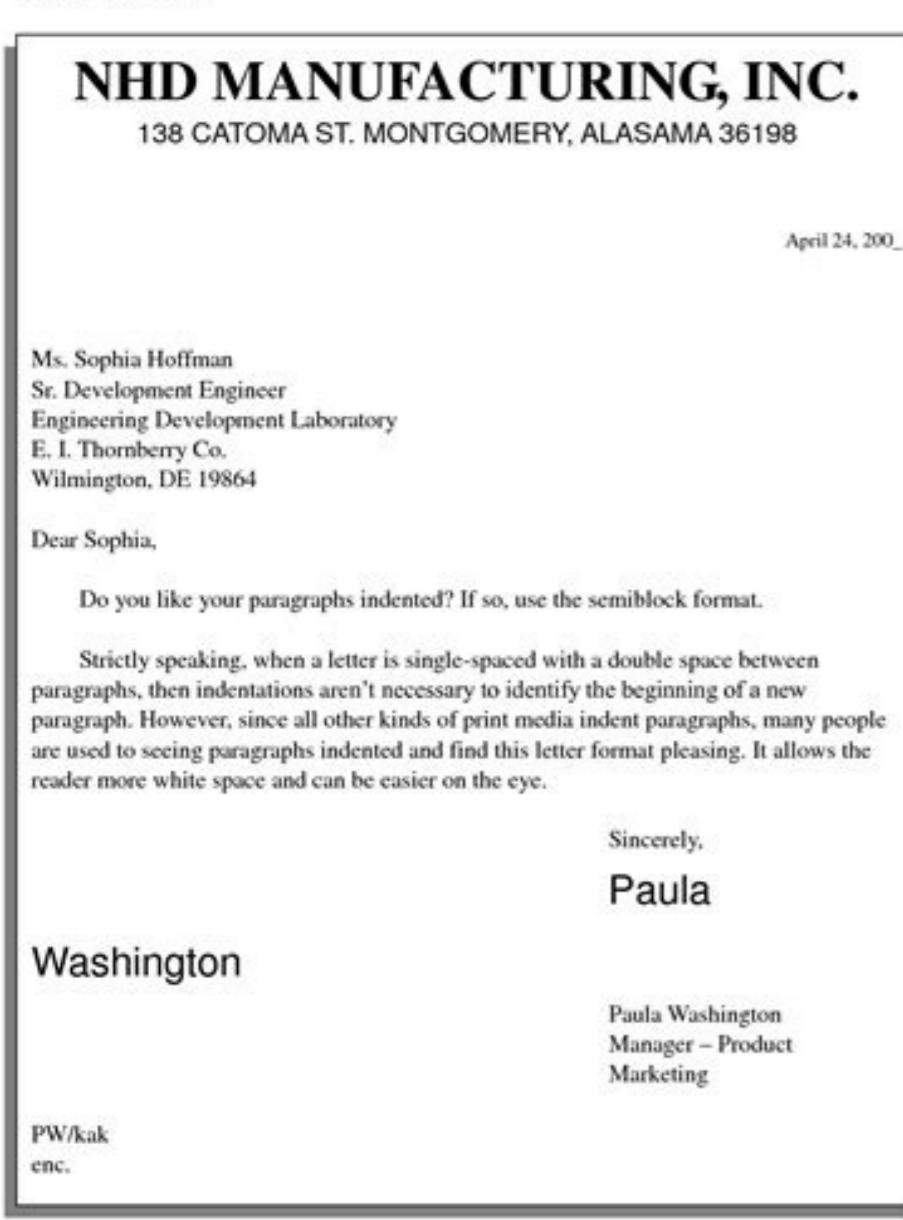
G. Donaldson

Chief Procurement Officer

Enclosure: Purchase Order No. 8990

Chief Procurement Officer

A few short paragraphs within the body of the letter should be enough to support your reasoning. Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time. (Tab to center, begin typing) Sincerely, (Tab to center, begin typing) Lucy Letter Semi-Block Format 123 Winner's Road New Employee Town, PA 12345 March 16, 2001 Ernie English 1234 Writing Lab Lane Write City, IN 12345 Dear Mr. English: (Indent) The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening, then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go into detail until the next paragraph. (Indent) Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning. (Indent) Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information.



However, if the purpose is informational, think about closing with gratitude for the reader's time. Sincerely, Lucy Letter What is Modified Block Format? Since the introduction of email, a lot has changed in the professional way of communication. Surely, showing respect for the recipient is still one of the most important elements of a formal business letter. This Modern Business Letter template can help you find inspiration on how to create a professional email or letter. Here are some other tips for writing a proper professional letter. Make sure your letter is diplomatic and respectful. Keep it concise, also 'Short and Sweet'. Make sure the bottom line is clear without going through a lot of details. Use standard fonts. Verdana or Calibri (sans serif) or Times New Roman (Serif) are widely accepted fonts. Font size: typically typed in a 12-point size. Make sure to have correct grammar, punctuation, and spelling. Use a colon (:) after the salutation and a comma (,) after the closing. Ask somebody you trust to proofread the letter or check your letter thoroughly for errors before sending it. This document template shows the Modified block format style. This means, that business letters are considered a little less formal than full block letters. The most common layout of a professional business letter is known as Block Format (or 'Full block'). It is the easiest format to use and simplest to set up in your word processing program. Using this format, the entire letter from beginning to the end of the letter, including your contact information, the date, the employer's contact information, the body of the letter, and the greeting and closing, signature, is all left-justified. Also, in block format, the content on the page is single-spaced, except for a double space between each paragraph (as well as space above and below the date, above and below the salutation and signature). This gives a clean and professional look to your letter. The block format is perfect for a cover letter created to accompany a resume as part of a job application. Keep reading to learn more about block format cover letters and review examples and templates. Another commonly used letter format is known as the modified block format, in which the body of the letter and the sender's and recipient's addresses are left justified and single-spaced. However, the difference with a Block format, is that in Modified Block format, the date and closing, have a tab to the center point of the letter, and that is where you begin to type. It is more suitable to use this format on less formal occasions. This letter template provides a sample of how to write a business letter according to the Modified block letter format. Therefore, when formatting your letter, make sure to use this business letter format template to ensure you structure and communicate in a professional. Feel free to download this intuitive template that is available in several kinds of formats or try any other of our basic or advanced templates, forms, or documents. Do not try to reinvent the wheel every time you are facing a challenge. Consider learning from others that have gone through the same challenge before you. Download this Semi block letter format and save yourself time and effort! You will see that professionally formatting your letter has never been easier. **DISCLAIMER** Nothing on this site shall be considered legal advice and no attorney-client relationship is established.