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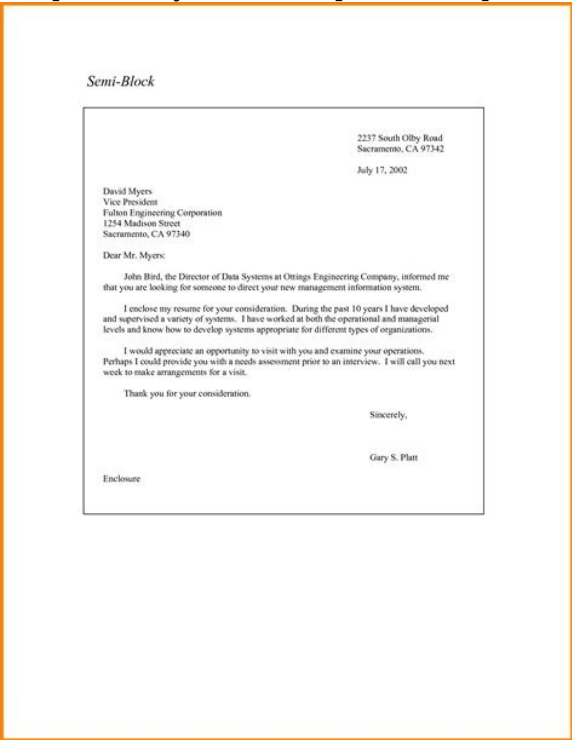
Modified block format business letter example

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.

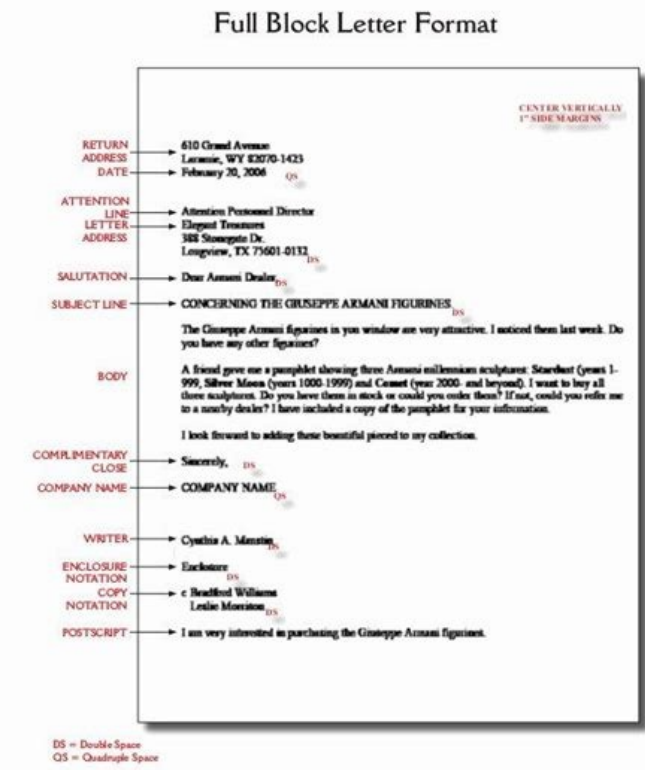
[Your Name] [Address] [Address] [Phone] [Date today] [Recipient's Name][Company Name][Address][Address][Address]Dear [Recipient's Name]: Modified semi-block business letters are the same as modified block letters, except the para-graphs are indented. Modified semi-block letters are a little less formal 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 essen-tial 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, [Firstname Lastname, Title] [Recipients 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 on 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)  
Date  
(4 lines 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 will have 1 space between your sentences and two spaces between paragraphs.  
(2 lines down)  
Sincerely,  
(4 lines down)  
Signature  
Sender's name,  
Sender's title  
Enclosures/Attachments:  
cc: Name  
Name

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 what this letter refers][CERTIFIED MAIL][URGENT][Recipient's Name][Company Name][Address][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 para-graphs 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.



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 in to 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.



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 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 in to 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. 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 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 in to 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. (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.

138 CATOMA ST. MONTGOMERY, ALASAMA 36198

April 24, 200\_

Ms. Sophia Hoffman  
Sr. Development Engineer  
Engineering Development Laboratory  
E. I. Thornberry Co.  
Wilmington, DE 19864

Dear Sophia,

Do you like your paragraphs indented? If so, use the semiblock format.

Strictly speaking, when a letter is single-spaced with a double space between paragraphs, then indentations aren't necessary to identify the beginning of a new paragraph. However, since all other kinds of print media indent paragraphs, many people are used to seeing paragraphs indented and find this letter format pleasing. It allows the reader more white space and can be easier on the eye.

Sincerely,

Paula

Washington

Paula Washington  
Manager – Product  
Marketing

PW/kak  
enc.

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) 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 for thoughtless errors before sending it. This document template shows the Modified block letter 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 letters. 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.