

Full Block Letter Format

			CENTER VERTICALLY 1" SIDE MARGINS
RETURN ADDRESS	→	610 Grand Avenue Laramie, WY 82070-1423	
DATE	→	February 20, 2006	QS
ATTENTION LINE	→	Attention Personnel Director	
LETTER ADDRESS	→	Elegant Treasures 388 Stonegate Dr. Longview, TX 75601-0132	DS
SALUTATION	→	Dear Armani Dealer	DS
SUBJECT LINE	→	CONCERNING THE GIUSEPPE ARMANI FIGURINES.	DS
BODY		The Giuseppe Armani figurines in your window are very attractive. I noticed them last week. Do you have any other figurines?	
		A friend gave me a pamphlet showing three Armani millennium sculptures: Stardust (years 1-999, Silver Moon (years 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. Manstien	DS
ENCLOSURE NOTATION	→	Enclosure	DS
COPY NOTATION	→	c Bradford Williams Leslie Morrison	DS
POSTSCRIPT	→	I am very interested in purchasing the Giuseppe Armani figurines.	

DS = Double Space
QS = Quadruple Space

Modified Block Letter With Letterhead Format

LETTERHEAD AND RETURN ADDRESS → **Document Processing Specialists** 6652 Remington St.
New Haven, CT 06517-1498
(203) 555-8215 **CENTER VERTICALLY 1" SIDE MARGINS**

LETTER ADDRESS → Miss Anne Corless
Asturia Technologies
5409 Bayview Dr.
Miami, FL 33160-8682 **DS**

DATE 3" TAB → October 16, 2006 **QS**

SALUTATION → Dear Miss Corless: **DS**

SUBJECT LINE → MODIFIED BLOCK LETTER FORMAT/BLOCKED PARAGRAPHS **DS**

BODY

This letter is arranged in modified block format with blocked paragraphs. The only difference between this letter format and the block format is that the dateline and the closing lines (complimentary close, keyed name of the originator, and his or her title) begin at the horizontal center point. **DS**

Mixed punctuation (a colon after the salutation and a comma after the complimentary close) is used in this letter. If an enclosure is mentioned in the body of the letter, the word Enclosure is keyed a double space below the reference notation, flush with the left margin. Copy notations are placed a double space below the enclosure notation or below the reference initials if no enclosure has been indicated. **DS**

A copy of the block format letter is enclosed so that you can compare the two formats. As you can see, either format presents an attractive appearance. **DS**

COMPLIMENTARY CLOSE 3" TAB → Sincerely, **QS**

WRITER TITLE 3" TAB → Troy Williams
Word Processing Consultant **DS**

Ph **DS**

ENCLOSURE NOTATION → Enclosure **DS**

COPY NOTATION → c Ms. Kimberlee Rodriguez

DS = Double Space
QS = Quadruple Space