

Business Letter Formats

Modified Block Format: Business Letter

	Return Address Line 1 1
	Return Address Line 2
	Date (Month Day, Year) 2
Mr./Mrs./Ms./Dr. Full name of recipient. 3	
Title/Position of Recipient.	
Company Name	
Address Line 1	
Address Line 2	
Dear Ms./Mrs./Mr. Last Name: 4	
Subject: Title of Subject 5	
Body Paragraph 1	
.....	
.....	
Body Paragraph 2	
.....	
.....	
Body Paragraph 3	
.....	
..... 6	
	Closing (Sincerely...), 7
	Signature 8
	Your Name (Printed) 9
	Your Title
Enclosures (2) 10	
Typist Initials. 11	

In the modified block format, your address, date (the date can actually go on either the left or the right side), the closing, signature, and printed name are all indented to the right half of the page (how far you indent in is up to you as long as the heading and closing is lined up, use your own discretion and make sure it looks presentable).

Semi-Block (Indented) Format: Business Letter

	Return Address Line 1 1
	Return Address Line 2
	Date (Month Day, Year) 2
 Mr./Mrs./Ms./Dr. Full name of recipient. 3	
Title/Position of Recipient.	
Company Name	
Address Line 1	
Address Line 2	
 Dear Ms./Mrs./Mr. Last Name: 4	
 Subject: Title of Subject 5	
 Body Paragraph 1	
 Body Paragraph 2	
 Body Paragraph 3 6	
	Closing (Sincerely...), 7
	Signature 8
	Your Name (Printed) 9
	Your Title
 Enclosures (2) 10	
Typist Initials. 11	

In the semi-block format, your address, date (the date can actually go on either the left or the right side), the closing, signature, and printed name are all indented to the right half of the page (how far you indent in is up to you as long as the heading and closing is lined up, use your own discretion and make sure it looks presentable). Also the first line of each paragraph is indented. The indentations of the first line of each paragraph is the only difference between the semi-block and the modified block formats.