

1-1.5"
Margin

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Margin

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[Your Name]
[Address]
[Address]
[Phone] ← 1
[Date today] ← 2
Re: [To what this letter refers] ← 3

4 lines

[CERTIFIED MAIL] ← 4
[PERSONAL] ← 5

1 line

[Recipient's Name] ← 6
[Company Name]
[Address]

1 line

Attention [Recipient's Name] ← 7

1 line

Dear [Recipient's Name]: ← 8

1 line

[SUBJECT] ← 9

1 line

The main characteristic of modified block letters is that everything is ← 10
flush with the left margin, except as shown. Modified block business
letters are a little less formal than full block letters.

1 line

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. For the components of continuation pages, click on the link
below to go to page 2 of this letter.

1 line

Sincerely, ← 11

4 lines

[Signature] ← 12

1 line

[Your Name, Title]

1 line

[Identification Initials] ← 13
Enclosures: [Number] ← 14

cc: [Name For Copy] ← 15
[Name For Copy]

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Margin