

1-1.5"
Margin

1-1.5"
Margin

1-1.5"
Margin

[Your Name]

[Address]

[Address]

[Phone]

[Date today]

Re: [To what this letter refers]

1

2

3

4 lines

[CERTIFIED MAIL]

[PERSONAL]

1 line

[Recipient's Name]

[Company Name]

[Address]

1 line

Attention [Recipient's Name]

1 line

Dear [Recipient's Name]:

1 line

[SUBJECT]

1 line

Modified semi-block letters are the same as modified block letters, except the paragraphs are indented. Modified semi-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,

4 lines

[Signature]

1 line

[Your Name, Title]

[Identification Initials]

Enclosures: [Number]

1 line

cc: [Name For Copy]

[Name For Copy]

1-1.5"
Margin