

Modified Block Style Personal Business Letter

Your address should start 2" from the top of the page. If you have a letterhead that contains your address, start the date here instead. Your return address, date, and salutation should start in the center of the page.

(hit enter 5 times or enter down for 1") after keying in the full date.

Your Address
Your City, State Zip (Hit enter twice)

Today's Date - Year, Month, Day

If you choose to indent at the beginning of a paragraph, use either 5 spaces or a $\frac{1}{2}$ inch tab.

Company Name
Company Address
City, State Zip (Hit enter twice)

Dear Order Department: (Hit Enter twice)

xxxxxxxx x xxxx xxx x xxxxxxxxxxxxxxxxxx xxx xxxxxxxxxxxxxxxxxxxxxxxxxx
xx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

xx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

xxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx xxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

Sincerely, (Hit enter 4 times)

Your handwritten signature goes here.

Your Name
Your Title (if you have one)

Enclosure