

If you do not know the name of the person you are writing to, use an attention line in the inside address. This is the first line before the company name. Type Attention then the person's position.

The salutation with an attention line is Ladies and Gentlemen.

If you know the person's name, use the normal format you learned earlier in class for the inside address on a letter.

Start this letter format with a 2" top margin.

The date is tabbed to the horizontal center of the page (usually 3"), then QS to the inside address.

March 27, 20xx
(QS)

Attention Sales Manager
Asturia Technologies
5409 Bayview Drive
Miami, FL 33160-8682
(DS)

OR

Miss Anne Corless, Sales Manager
Asturia Technologies
5409 Bayview Drive
Miami, FL 33160-8682

Ladies and Gentlemen:
(DS)

Dear Miss Corless:

A subject line in a letter is exactly like in a simplified memo. It is typed in ALL CAPS and a double space before the body of the letter.

A SUBJECT LINE IS NOT REQUIRED.

MODIFIED BLOCK LETTER FORMAT
(DS)

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.

Single space body of letter, and double space between paragraphs.

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

I hope you will find this template helpful during this class.

(DS)

Sincerely yours,

Tab the complimentary close and who the letter is from to 3", just like the date above.

Signature in blue or black ink.

(QS)

Troy Williams

Word Processing Consultant

(DS)

xyz

(DS)

Enclosure/Attachment

(DS)

c Ms. Kimberlee Rodriguez

Miss Robin Betz

Mr. Doug Roundtree

Enclosure or Attachment, if necessary

If more people than the addressee are getting a copy of the letter, list the other recipients using copy notation. Type a lower case c a DS after the reference initials or enclosure/attachment notation, whichever comes last. Type each recipient at .25"

MODIFIED BLOCK LETTER