

(Insert Today's Date Here)

Mrs. Jane Doe
Box 195
Somewhere, NC 28692

Dear Mrs. Doe:

This is an example of a block style business letter. For a normal block letter all paragraphs and text is aligned to the left. For modified block letters the first line of the paragraph begins indented from the left margin and the date and the complimentary closing and signature are tabbed to the three inch mark. It must have a two inch top margin. In order to get the correct top margin, the writer can manually countdown to line 5 or go to page setup and change the top margin to two inches.

The letter may have open or mixed punctuation. If you use open punctuation, there is no punctuation after the salutation or the complimentary close. If the writer uses mixed punctuation, there is a colon after the salutation and a comma after the complimentary close.

The writer should follow proper spacing rules when writing their letter. Notice that the paragraphs are single spaced within and double spaced between them. There is always a quadruple space after the date and the complimentary close. All other spacing is double in the letter. The space after the complimentary close is called the signature block.

Sincerely,

John Doe

Mr. John Doe
CEO Acme Goods

JD

Enclosure

1. Letter of authorization
2. Certificate
3. Report