

Modified Semi-block format

1-1.5" 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

Modified semi-block letters are the same as modified block letters, 10
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, 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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