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.

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 ½ inch tab.

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

Dear Order Department: (Hit Enter twice)

xxxxxxxx x xxxx xxx x xxxxxxxxxxxxxxxx xxx xxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx x xxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

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xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

Sincerely, (Hit enter 4 times)

Your handwritten signature goes here.

Your Name
Your Title (if you have one)

Enclosure