Sender’s name
Sender’s address

(1 line down)

Date

(4 lines down)

Recipient’s business name

Attention: the person the letter is going to

Recipient’s address

(2 lines down)

Dear XXX:

(2 lines down)

Body: In this example of a modified block letter, you can see that the recipient’s information and the sender’s information at the end are centered. The remainder of the letter is aligned at the left margin. No indentations are used. Make sure your margins are set to 1-1.5 inches around the entirety of the page. If you are writing your letter on the company letterhead, you will need to take that into account when deciding the margins for your page.

(2 lines down)

For this style, you will have 1 space between your sentences and two spaces between paragraphs.

(2 lines down)

Sincerely,

(4 lines down)

Signature

Sender’s name,
Sender’s title

Enclosures/Attachments:

cc: Name

Name