Date

(4 lines down)

Recipient’s business name

Attention: the person the letter is going to

Recipient’s address  
(1 line down)

Dear XXX:  
(1 line down)

Body: As you can see in this semi-modified block letter example, all of your paragraphs will once again line up at the left margin. The difference with this style, however, is that the first word of each paragraph is indented. Your margins will need to be set to 1-1.5 inches around the entirety of the page as before.

(1 line down)

Sentences only need single spacing between them, and paragraphs need 2 spaces between them.

(1 line down)

Sincerely,

(4 lines down)

Signature

Sender’s name,

Sender’s title

Enclosures/Attachments:

cc: Name

Name