

Semi-Block (Indented) Format: Business Letter

Return Address Line 1 **1**

Return Address Line 2

Date (Month Day, Year) **2**

Mr./Mrs./Ms./Dr. Full name of recipient. **3**

Title/Position of Recipient.

Company Name

Address Line 1

Address Line 2

Dear Ms./Mrs./Mr. Last Name: **4**

Subject: Title of Subject **5**

Body Paragraph 1
.....
.....

Body Paragraph 2
.....
.....

Body Paragraph 3
.....
..... **6**

Closing (Sincerely...), **7**

Signature **8**

Your Name (Printed) **9**

Your Title

Enclosures (2) **10**

Typist Initials. **11**