

Preparing A Personal Business Letter In Modified Block Style

1.25" left or 1" margin for a long letter

7151 Raider Road
Bonne Terre, MO 63628
July 27, 2007

(4 Spaces)

Mr. John Doe
1001 Hollyhock Drive
Burbank, CA 90210
(Double Space)

Dear Mr. Doe,
(Double Space)

This is an example of a personal business letter (a letter from an individual, not a company). This letter is in block format with mixed punctuation. Please note that all lines begin at the left margin, and the paragraphs are not indented. Mixed punctuation means that a colon is placed after the salutation and a comma placed after the complimentary close. Since the writer is the typist, there will be no typist's initials at the end of the letter.

Letters are single spaced with double space between the paragraphs. In an average-length letter, the date is placed on line 16. Therefore, begin your home address on line 14. Left and right margins for an average-length letter should be 1 1/4 or 1 1/2 of an inch. Adjust your margins and dateline according to the length of your letter and the number of extra notations used in the letter.

Please note the spacing between the letter parts. Striking the 'Enter' key four times will create three blank lines, striking the 'Enter' key three times will leave two blank lines, and striking the 'Enter' key two times will leave one blank line.

If you indicate that something is enclosed with your letter, use the enclosure notation as I have at the bottom of this letter. The enclosure notation may be spelled out in full or abbreviated as Enc.

(Double Space)

Sincerely yours,

Mr./Miss NCHS Student

(Double Space)

Enclosure