Your Name

1234 N Your Street

City, State 55555

June 15, 2014

Deborah Davidson, Public Information Specialist

Aspen Falls City Hall

500 S Aspen Street

Aspen Falls, CA 93463

Dear Mrs. Davidson:

Subject: Recommended Letter Format

The block letter style places all letter elements at the left margin. The exceptions are the letterhead, which may be formatted and aligned differently, and tables or displayed quotations. This style is also called the full-block style.

The modified-block style is similar to the block style, but the date and closing begin at the center of the document. All other lines begin at the left margin. This style is also referred to as modified-block style—standard format.

The modified-block style with indented paragraphs is identical to the modified block style but adds a 0.5 inch first line indent to the body paragraphs and any postscript. This style is also called the semi-block style.

I recommend that the use the modified-block style with indented paragraphs. It provides a more traditional look and feel and models our attitude that we are willing to ‘go the extra mile’ and indenting paragraphs improves readability. Given the use of Word templates, we could keep employee training costs to a minimum.

Sincerely,

Your Name