

Letter Formats

letter formats:

The body of a letter can be formatted in two main ways: block and semi-block format. In block format, all of the lines of a letter are left-justified with a line break between paragraphs. In semi-block format, new paragraphs begin with an indent, or a small gap between the left margin and the start of the text.

1. Block Format

Block format is the most commonly used format for business letters. The entire letter is left-justified and single-spaced except for a double space between paragraphs.

Example:

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, State ZIP Code]

Dear [Recipient Name]:

[Body of the letter, with each paragraph separated by a blank line. The text is left-aligned.]

Sincerely,

[Your Signature]

[Your Typed Name]

2. Modified Block Format

In the modified block format, the body of the letter and the sender's and recipient's addresses are left-justified and single-spaced. However, the date and closing are tabbed to the center point.

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, State ZIP Code]

Dear [Recipient Name]:

[Body of the letter, with each paragraph separated by a blank line. The text is left-aligned.]

Sincerely,

[Your Signature]

[Your Typed Name]

3. Semi-Block Format

The semi-block format is similar to the modified block format, except that each paragraph is indented instead of left-justified.

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, State ZIP Code]

Dear [Recipient Name]:

[Indented body of the letter, with each paragraph indented and separated by a blank line.]

Sincerely,

[Your Signature]

[Your Typed Name]

4. Formal Letter Format

Used for formal communications, such as letters of recommendation, cover letters, and other professional correspondence.

Example:

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, State ZIP Code]

Dear [Recipient Name]:

[Body of the letter, with a formal tone and language. Each paragraph is separated by a blank line. The text is left-aligned.]

Sincerely,

[Your Signature]

[Your Typed Name]

5. Informal Letter Format

Used for personal letters to friends or family. This format is less rigid and more relaxed in tone.

Example:

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's Date]

Dear [Recipient Name],

[Body of the letter, written in a conversational tone. Each paragraph is separated by a blank line. The text is left-aligned.]

Best regards,

[Your Name]