Letter Formats

* Here a link is being shared for the complete understanding of letter writing:

<https://www.thebalancemoney.com/sample-letter-format-2063479>

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]