[For a one-page letter, the space between the letterhead and the date should equal the space from the last typed information on the page to the bottom of the page.]

February 23, 20xx

 [quadruple space=three blank lines]

Mr. Oscar Bunker, Manager

Bunker Financial Consultants

388 South Main

Salt Lake City, UT 84111

Dear Mr. Bunker:

This letter is formatted in the modified-block format with indented paragraphs, with mixed punctuation, and with left justification—a format that is widely used in business writing.

Notice the differences between the full-block letter style and this modified-block style. With the full-block style, all lines begin at the left margin. With this modified-block style, the items in the signature block are formatted right of the horizontal point of the page; and the paragraphs are indented one tab stop. As with all one-page letters, the writer needs to pay special attention to vertical spacing. If the letter is short, it should appear to be centered vertically.

As with the full-block style, a quadruple space (three blank lines) should be left between the date and the inside address. Also, a quadruple space should be left between the complimentary closing and the signature line. If vertical spacing is an issue, a triple space can be used rather than a quadruple space after the date and after the complimentary close. Finally, if a subject line is used, it follows the salutation because the subject line is considered part of the body. The writer should always sign the letter above his or her printed name in the signature block.

Sincerely,

 [quadruple space]

Sarah Chidester

Supervisor