February 23, 20xx

Mr. Oscar Bunker, Manager

Bunker Financial Consultants

388 South Main

Salt Lake City, UT 84111

**FORMAT FOR A SIMPLIFIED-STYLE LETTER** [This is the subject line.]

This letter is formatted in the simplified format endorsed by the Administrative Management Society. Compared with other format, it is less commonly used; but it has gained general acceptance.

As in the full-block format, every line begins at the left margin. The salutation in a simplified-style letter is omitted. Instead, a subject line that identifies the general subject of the letter is used, as in the subject line of this sample letter about the simplified-letter format. The word *subject* does not appear in the subject line, and the subject line is formatted in solid capitals, may be bolded, and is preceded and followed by either a double space or a triple space—the writer should use the same spacing, either double or triple spacing, both before and after the subject line.

The complimentary closing is also omitted in the simplified-style letter. On either the fourth of fifth line below the body, the writer’s name and title are formatted in solid capitals on the same line; if the name and title are long, they can be on two consecutive lines. The writer signs the letter above the printed name.

If the letter exceeds one page, a header that includes the recipient’s name, the page number, and the date should be created and used on every page except the first. This information can be aligned along the left margin, as shown below.

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The header may also be spread across the top of the page as follows. With either format, the header is formatted within the header in the 1-inch top margin.

If the letter exceeds one page, at least two lines of the message must be carried over to the second page; at no time should the signature block stand alone on the page.

The typist’s initials are typed two spaces below the signature block. If a copy or enclosure notation is required, it is placed two lines beneath the typist’s signature.

The simplified style is especially useful if a writer wants to emphasize the subject or to avoid any possible sexism in the salutation through the courtesy title of *Mr.* or *Ms.* The simplified style is also useful when the writer doesn’t know the name of the person he or she is writing to. For these reasons, you may on occasion want to use the simplified format. You, of course, can use the simplified style for all your letters, if you desire.

SARAH CHIDESTER, SUPERVISOR

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