

Anonymous. (1981). *Webster's New Collegiate Dictionary*. G&C Merriam, Springfield, MA.

## The Modified Block Letter



**G.&C. Merriam Company**  
PUBLISHERS OF MERRIAM-WEBSTER REFERENCE BOOKS

January 1, 19—

REGISTERED MAIL  
PERSONAL

Mr. John Z. Taller  
Treasurer  
XYZ Corporation  
1234 Smith Boulevard  
Smithville, ST 56789

Dear Mr. Taller:

This is a facsimile of the Modified Block Letter. It differs from the Block Letter chiefly in the page placement of its date line, its complimentary close, and its signature block that are aligned at center, toward the right margin, or at the right margin. Either the open or the mixed punctuation pattern may be used: The mixed pattern is illustrated here.

While the date line may be positioned from two to six lines below the last line of the letterhead, its standard position is three lines below the letterhead, as shown above. In this facsimile, the date line is typed five spaces to the right of dead-center. If an account or policy number is required, it is blocked and single-spaced on a line above or below the date.

Special mailing notations and on-arrival notations such as the two shown above are all-capitalized, aligned flush left, and blocked together two lines above the first line of the inside address. If used singly, either of these notations appears two lines above the inside address.

The first line of the inside address is typed about four lines below the date line. This spacination can be expanded or contracted according to the letter length. The inside address, the salutation, and all paragraphs of the message are aligned flush left. The salutation, typed two to four lines below the last line of the inside address, is worded as it would be in the Block Letter. A subject line if used is typed two lines below the salutation in all-capital letters and is either blocked flush left or centered on the page. Underscoring the subject line is also acceptable, but in this case, only the first letter of each word would be capitalized.

The message begins two lines below the salutation or the subject line if there is one. Paragraphs are single-spaced internally and

Mr. Tallor

- 2 -

January 1, 19—

double-spaced between each other; however, in very short letters, the paragraphs may be double-spaced internally and triple-spaced between each other.

Continuation sheets should contain at least three message lines. The last word on a sheet should not be divided. The continuation-sheet heading may be blocked flush left as in the Block Letter or it may be laid out across the top of the page as shown above. This heading begins six lines from the top edge of the page, and the message is continued four lines beneath it.

The complimentary close is typed two lines below the last line of the message. While the complimentary close may be aligned under some portion of the letterhead, directly under the date line, or even flush with but not overrunning the right margin, it is often typed five spaces to the right of dead-center as shown here.

The signature line is typed in capitals and lowercase at least four lines below the complimentary close. The writer's business title and department name may be included if they do not already appear in the printed letterhead. All elements of the signature block must be aligned with each other and with the complimentary close.

Identification initials need include only those of the typist, providing that the writer and the signer are the same person. These initials appear two lines below the last line of the signature block. An enclosure notation is typed one line below the identification line, and the carbon copy notation if required appears one or two lines below any other notations, depending on space available.

Very truly yours,

*Executive Signature*

Executive Signature  
Business Title

coc  
Enclosures (5)

cc Mr. Doe  
Mr. Franklin  
Mr. Mason  
Ms. Watson