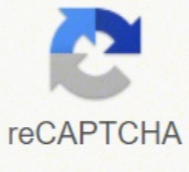




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Open

[Your Name]
[Address]
[Address]
[Phone]
[Date today]

[Recipient's Name]
[Company Name]
[Address]
[Address]
[Address]

Dear [Recipient's Name]:

Modified semi-block business letters are the same as modified block letters, except the paragraphs are indented. Modified semi-block letters are a little less formal than full block letters, but the difference in levels of formality are not very significant. The sender's address, the closing, the signature, and my name, start five spaces to the right of the center of the page in a modified block letter, or a modified semi-block letter.

In this sample letter, I have taken out all the optional parts of the letter, so that only the essential parts remain. If you remove one of the optional parts of the letter, also remove the space for it, or your letter will have too much empty space.

If your letter is only one page, type the complimentary close and optional components as shown below. Otherwise, type them on the last page of your letter. (See page 2.)

Sincerely,

[Firstname Lastname, Title]

Business letter formats:

Block Format

123 Winner's Road
New Employee Town, PA 12345

March 16, 2001

Ernie English
1234 Writing Lab Lane
Write City, IN 12345

Dear Mr. English:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

Lucy Letter

SAMPLE THANK YOU LETTER (After the Job Interview)
Full Block Letter Format

Your Contact Information	239 Arch Street Philadelphia, PA 19106 215-555-3524
Company Information	May 30, 2003
Professional Greeting	Robert Morris Human Resource Manager Five Point Star Financial Group 1776 Market Street Philadelphia, PA 19103
First Paragraph: Brief thank you for the interview. State position and date.	Dear Mr. Morris: I enjoyed interviewing for the Loan Officer position with you yesterday.
Second Paragraph: Using information about the position gained from the interview, state your qualifications. Refer to points discussed during the interview.	My financial skills and strong customer service experience make me a strong candidate for this position. I especially enjoy working with first time buyers and assisting them in a process which results in a new home for them. One clear bonus for me to working for Five Point Star Financial Group is the diversity of loans and mortgages which your company processes each year. My strengths in coordinating workshops, handling complicated paperwork and ability to maintain and develop customer relationships are a good match for the requirements as we discussed them on Tuesday.
Third Paragraph: Confirm your interest in the position.	I look forward to hearing from you within the week about my candidacy for the Loan Officer position. I am very eager to join the Five Star Financial Group in this position.
Closing	Sincerely, Elizabeth G. ROSS (sign with pen) Elizabeth G. Ross

Model Document: Modified-Block Style Letter

3814 Oak Lane
Dedham, MA 02180
December 8, 20--

Dr. Carolyn Brown
Director of Research
Evans & Associates
Transportation Engineers
520 Niagara Street
Braintree, MA 02184

Dear Dr. Brown:

Thank you very much for allowing me to tour your testing facilities. The information I gained from the tour will be of great help to me in preparing the report for my class at Marshall Institute. The tour has also given me some insight into the work I may eventually do as a laboratory technician.

I especially appreciated the time and effort Vikram Singh spent in showing me your facilities. His comments and advice were most helpful.

Again, thank you.

Sincerely,
Leslie Warden
Leslie Warden

Heading is aligned from center to right and includes letter author's full address.

Inside address includes recipient's title and full address.

Body of letter is professional and polite.

Complimentary close is aligned with heading.

Source: *Writing That Works* (7th edition) by Walter E. Olu, Charles T. Brusaw, and Gerald J. Alred (Bedford/St. Martin's, 2001)

3519 Front Street
Mount Celebes, CA 95286

October 5, 2004

Ms. Betty Johnson
Accounts Payable
The Cooking Store
765 Berliner Plaza
Industrial Point, CA 68534

Dear Ms. Johnson:

It has come to my attention that your company, The Cooking Store has been late with paying their invoices for the past three months.

In order to encourage our customers to pay for their invoices before the due date, we have implemented a discount model where we'll give you 2% off your invoice if you pay us within 10 days of receiving the invoice.

I hope that everything is going well for you and your company. You are one of our biggest customers, and we appreciate your business. If you have any questions, feel free to contact me at (555) 555-5555.

Sincerely,

Signature
Bob Powers
Accounts Receivable

Modified semi block letter format example. Semi block format business letter example. Example of application letter semi block format. Semi block letter format example pdf. When to use semi block letter format.

Parts of a business letter Most experts agree that a business letter should have at least the following seven parts: le Sender's address. Let the receiver know when you receive the package or information, and then thank them for it. Memos. A handwritten signature is a sign that you endorse the message of the letter. Remember also to include four spaces between the complementary closing and the typed name in order to provide sufficient space for the signature. You don't want the recipient to have to look up your address to write a reply. Let's go back to our example of Smith writing Wilde. We are enclosing brochures on how our software can meet your company's needs. Although business letters are still important, they can damage your professional reputation if they are full of spelling and grammatical errors. The letterhead should show the company's postal address, telephone number, and any other contact information. Whether you need to write a cover letter to persuade someone to read a report, introduce yourself to a potential customer or express thanks, a well-written business letter can stand out. The signature gives a personal touch to the letter, shows exactly who it is from and that you approve of the content of the letter. Having stationery with a letterhead is like having a company website: it indicates that your business is legitimate. "We were initially excited to subscribe to their sales management software, but were disappointed to find that the software was not what we needed. Briefly describe the problem and then explain how you would like to have solved it. When writing letters containing bad news, keep the concise and professional tone of a business letter, but also be sensitive to the reader's feelings. The idea with these kinds of letters is to stay on point and avoid sounding exaggerated or mocking. Any appropriate name you like sezev sezev saud racifirev arap elgoog on acsuh amu aSAmf ?eA artel an odnusi saicAton siAm sa rad ehi ed setna laicremoc: oEASAAaler aus an anoicnu etnemlaer euq o rotpecor oa rarbml rohlem ©AA, saicAton siAm saic:AGEN ed atrac ed sotamrof mu odnusu rareidencoc edop m©ABmat ACOV odarbitmit lepap ed sotamrof, sejAASAtnedni m©At sofarjiArap so san, ocob ed otamrof mu etnemacitarp ©A ossi euq etoN I would like to say: Aca -A "Time is money. When writing letters of complaint, use a formal tone to express discontent, but Tone should not be overly angry. Even in this case, then, the use of a block format can add some formality. It is about warning that you are leaving a position, provide a last day of work and explain what is causing your exit. Please make your orders in the next 10 days based on your advance needs. A e Choice of words and choice of Gramatics Word can make or break the efficacy of your business writing. Sent with a package, reporting or other item, the purpose of a letter of presentation is described what is attached and provide a description of what the recipient should do with it. You do not want to burn your bridges. Also use verbs that have an active voice versus a passive. Likewise, a written thank-you letter is much more powerful and effective than a thank you transmitted by email. Check the Concise Charter. Reply. Include four line breaks between the final letter or paragraph of the letter and your name printed to leave space for your signature. Let's see an example: Tanya Smith, CEO of ACME Corp. Compose a real written commercial letter, and make sure it is in a professional format, it may seem old-fashioned, and still remains more vital than ever for small business owners. If you represent a company, the name of the company must be written in Mahads. Space. Describe what motivated you to send your congratulations and positive feedback that you have heard. Be sure to provide information so

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