BLOCK Letter Format—the most common and most formal format for business letters

IF YOU HAVE LETTERHEAD,
Begin with the date.

IF YOU DO NOT HAVE LETTERHEAD, begin with your return ADDRESS and date

215 Microsoft Lane
Seattle, Washington 34991
30 March 1999

Ms. Susan Briggs, Director
EcoBusiness Strategy Marketing
121 South Market St.
San Francisco, CA 94116

Typically, have introductory paragraph present "the bottom line" and a "blueprint"

Dear Director Briggs:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX. XXXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX. XXXXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXX
XXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXX
XXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. XX
XXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXX
XXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXX

Sincerely,
Mr. Marty Henderson
Mr. Martin Henderson, CPA

SEMI-BLOCK Letter Format—less formal than block, but more formal than modified semi-block.

IF YOU HAVE LETTERHEAD,
Begin with the date.

IF YOU DO NOT HAVE LETTERHEAD, begin with your return ADDRESS and date

You've Got Letterhead CPAs

215 Microsoft Lane Seattle, Washington 34991

Phone: 213-987-1564   E-mail: yougotCPA@aol.com   Web: http:// www/yougotCPA

30 March 1999

Ms. Susan Briggs, Director
EcoBusiness Strategy Marketing
121 South Market St.
San Francisco, CA 94116

Dear Director Briggs:

XXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX. XXXXXXXXXXXXXXXXX

NOTE! Everything is about the same as block, BUT the date, complementary close, and signature block move to the right. And, if there isn't letterhead, the return address would also move. These elements must line up on their left margins.
Nothing else moves to the right...including optional elements

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX
XXXX. XXXXXXXXXXXXXXXXXXXXXXXX. XXXX XX
XXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXX
XXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. XX
XXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXX

Sincerely,
Marty Henderson
Mr. Martin Henderson, CPA

MODIFIED, SEMI-BLOCK Letter Format—least formal, most friendly, and personable. Typically use this if you have an existing, friendly relationship or if you know the recipient prefers this style.

IF YOU HAVE LETTERHEAD,
Begin with the date.

IF YOU DO NOT HAVE LETTERHEAD, begin with your return ADDRESS and date

215 Microsoft Lane
Seattle, Washington 34991
30 March 1999

Ms. Susan Briggs, Director
EcoBusiness Strategy Market
121 South Market St.
San Francisco, CA 94116

Dear Susan,

> *NOTE! Several changes here:*
> 1. *first name, followed by a comma*
> 2. *indented first line for each paragraph*
> 3. *the date, complementary close, and signature block move to the right. And, if there isn't letterhead, the return address would also move. These elements must line up on their left margins.*
> *Nothing else moves to the right...including optional elements. This part is similar to the semi-block format.*
>
> *Probably this is the format you learned years ago for personal correspondence.*

      XXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXX. XXXXXXXXXX

      XXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XX
XXXX. XXXXXXXXXXXXXXXXXXXXXXXXX. XXXXX X
XXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

      XXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. XX
XXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXX.

      XXXXXXXXXXXXXXX

Sincerely,

Marty
Mr. Martin Henderson, CPA

MEMO FORMAT

The memo is typically an <u>internal</u> (within the writer's organization) document; the letter is an external document.

Typically, the memo is meant to be simpler than a letter—no return address, complimentary close, signature block, etc. It is typically written in block *paragraphs— again, for ease and efficiency. Most business documents are written single-spaced, so in the block format, use a blank line to distinguish paragraphs. As with letters, this also varies with organization preference.*

Typically, the memo contains the following required information in the top header of the first page:To (who receives the memo); From (who sends it); Date (date of submission); Subject or Re (the specific subject of the document).

> **These elements may be arranged in different configurations; my requirements are for the model noted below. Additionally, I require (as many organizations do) YOUR INITIALS by your name. Use this as a "quality check" and personal touch.**
>
> **Additional optional elements (such as copy and attachment) may also appear in this header.**

To:	Ms. Susan Briggs
From:	Mr. Martin Henderson *MH*
Cc:	Dr. Donald Wolff
Date:	31 March 1999
Subject:	Release Date for MS Office 2000
Attachment:	Timetable for Office Development

To: Ms. Susan Briggs
From: Mr. Martin Henderson *MH*
Date: 31 March 1999
Subject:Release Date for MS Office
          2000

Attachment:Timetable for Office Development

Reminder: *with ==letters and with memos, the first page is unique. No page number is needed.== But if you have additional pages of the letter or memo, be sure to use the ==successive page header (recipient, date, page number)==.I prefer these on three lines, top LEFT margin (you'll need to access View and Header to type in data; then, File and Page Set-up to make the " first page different")*