

Semi-Block/Modified Block (Indented) Format: Business Letter

Return Address Line 1

Return Address Line 2

Date (Month Day, Year)

Mr./Mrs./Ms./Dr. Full name of recipient.

Title/Position of Recipient.

Company Name

Address Line 1

Address Line 2

Dear Ms./Mrs./Mr. Last Name:

Body Paragraph 1

Body Paragraph 2

Body Paragraph 3

Closing (Sincerely),

Signature

Your Name (Printed)

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