

# Block Business letter

Formal letter written on behalf of a company. Most widely used format.

*4x or 2"*

Burleson High School  
100 Elk Drive  
Burleson, TX 76028

*2x*

December 4, 2003

*2x*

CERTIFIED MAIL

*4x*

National School Supplies  
1705 N 8th  
Ft Worth, TX 76028  
Attention: Shipping Department

*2x*

RE: PO # 1985740

*2x*

Dear John Doe:

*2x*

I never received order #1688. The order was for 5 pencils, 4 red pens, 3 black pens, 2 black markers, and 1 paper clip.

Please advise me on the status.

*2x*

Thank you,

*4x*

Scott Stephenson  
Teacher  
Burleson High School

*2x*

Enclosure (1)

*2x*

SS/ss

*2x*

cc: Business Teachers

Return Address (May be omitted if printed on letterhead)

(May be omitted.)

\*Mail Service Notation (Always in all capital letters.  
CERTIFIED MAIL, PERSONAL  
REGISTER MAIL,  
BY HAND, CONFIDENTIAL)

Inside Address (To whom and where the letter is going)

\*Special Notation (specify a department or person)

\*Subject Notations (Re: meaning with regard to,  
Subject:

Salutation (Dear Sir:, To Whom It May Concern:)

Body of letter

Closing (Regard, Sincerely, Respectfully)

Signature Line

Title Lines (the job of the letter writer and \*company)

\*Enclosure Notation (Enc., Attachment)

Reference Initials (Person who wrote the letter in CAPS/  
Person who typed the letter in lower)

\*Copy Notation (If others are receiving a copy of the  
same)

\* May be omitted.

## Modified-Block Business letter

All lines start flush with the left margin except the date, closing, signature, and title lines, which begin at the center point of the page.

*4x or 2"*

Burleson High School  
100 Elk Drive  
Burleson, TX 76028

*2x*

December 4, 2003

*2x*

CERTIFIED MAIL

*4x*

National School Supplies  
1705 N 8th  
Ft Worth, TX 76028  
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RE: PO # 1985740

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Dear John Doe:

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Please advise me on the status.

*2x*

Thank you,

*4x*

Scott Stephenson  
Teacher  
Burleson High School (May be omitted.)

*2x*

Enclosure (1)

*2x*

SS/ss

*2x*

cc: Business Teachers

## Personal Block Business letter

Written on behalf of an individual instead of a business. Has all the same elements minus the title and reference initials. Everything is left justified. Personal Block has the return address following the signature.

*4x or 2"*

December 4, 2003

*2x*

CERTIFIED MAIL

*4x*

National School Supplies  
1705 N 8th  
Ft Worth, TX 76028  
Attention: Shipping Department

*2x*

RE: PO # 1985740

*2x*

Dear John Doe:

*2x*

I never received order #1688. The order was for 5 pencils, 4 red pens, 3 black pens, 2 black markers, and 1 paper clip.

Please advise me on the status.

*2x*

Thank you,

*4x*

Scott Stephenson  
100 Elk Drive  
Burleson, TX 76028

*2x*

Enclosure (1)

*2x*

cc: Business Teachers

## Personal Modified-Block Business letter

Written on behalf of an individual instead of a business. Has all the same elements minus the title and reference initials. All lines start flush with the left margin except the date, closing, signature, and title lines, which begin at the center point of the page. Personal Modified-Block has the return address following the signature.

*4x or 2"*

December 4, 2003

*2x*

CERTIFIED MAIL

*4x*

National School Supplies  
1705 N 8th  
Ft Worth, TX 76028  
Attention: Shipping Department

*2x*

RE: PO # 1985740

*2x*

Dear John Doe:

*2x*

I never received order #1688. The order was for 5 pencils, 4 red pens, 3 black pens, 2 black markers, and 1 paper clip.

Please advise me on the status.

*2x*

Thank you,

*4x*

Scott Stephenson  
100 Elk Drive  
Burleson, TX 76028

*2x*

Enclosure (1)

*2x*

cc: Business Teachers

# Memorandum

*4x or 2"*

## MEMORANDUM OR MEMO

*2x*

To: Recipient of Memo  
From: Writer of Memo *Writer's Initials beside Name (Initials should be written in ink)*  
Date: Date of Memo  
Subject: Title Of Memo (Title Case)

*1x*

Engineers and scientists use memos to make requests, to give announcements, and sometimes to communicate reports. Memos that make requests or announcements are read quickly. For such memos, get to the point in the first paragraph--the first sentence, if possible. In other words, state what you want up front. In the format suggested here, you should single space your memos and use a Arial typeface. Skip a line between paragraphs.

*1x*

In memos that make requests or announcements, keep the sentence lengths and paragraph lengths relatively short. Sentences should average fewer than twenty words, and paragraphs should average fewer than seven lines. Also, keep the total memo length to under one page, if possible.

*1x*

Finally, remember that final paragraphs of memos that make requests or announcements should tell readers what you want them to do or what you will do for them.

*1x*

Attachments

*1x*

Copy to: Name to Receive Copy  
Name to Receive Copy

*1x*

Typist initials