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

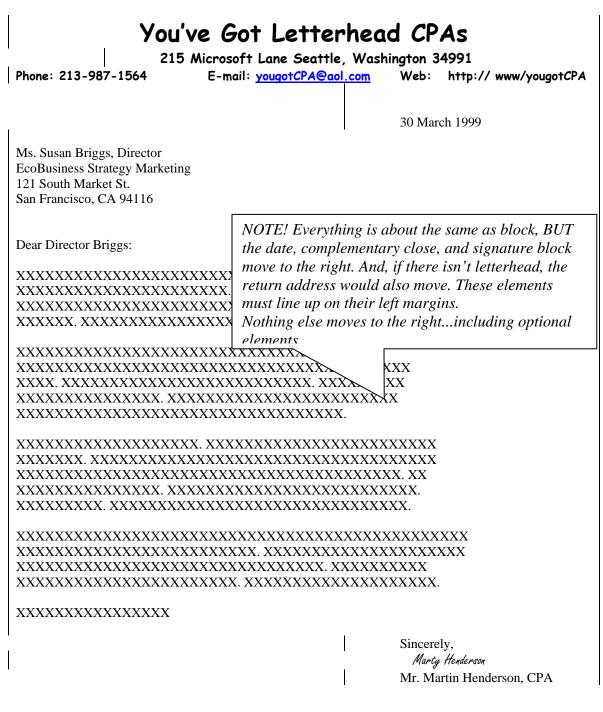
215 Microsoft Lane Seattle, Washington 34991 30 March 1999		
Ms. Susan Briggs, Director EcoBusiness Strategy Marketin 121 South Market St. San Francisco, CA 94116	Typically, have introductory paragraph present	
Dear Director Briggs:	"the bottom line" and a "blueprint"	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
XXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
XXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
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



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 NOTE! Several changes here: EcoBusiness Strategy Market 1. first name, followed by a comma 121 South Market St. 2. indented first line for each paragraph San Francisco, CA 94116 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 Dear Susan, elements must line up on their left margins. Nothing else moves to the right...including optional XXXXXXXXXXXXX elements. This part is similar to the semi-block format. XXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXX Probably this is the format you learned years ago for XXXXXX. XXXXXXXXXX personal correspondence. XXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX KΧ ***** 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: From: Cc:	Ms. Susan Briggs Mr. Martin Henderson <i>MH</i> Dr. Donald Wolff
	Date: Subject:	31 March 1999 Release Date for MS Office 2000
	Attachment:	Timetable for Office Development
To: Ms. Susan Briggs From: Mr. Martin Henderson <i>IIIA</i> 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")