



Xavier High School Business Letter
Block Format, Open Punctuation

Modern Office Systems, Inc.

1049 Michigan Avenue, N • Chicago, IL 60611-2846 • (312) 471-2605

Words in parts

Dateline November 11, 19-- (Line 9)

QS: operate return 4
times to quadruple-
space (3 blank lines)

Letter address Mrs. Dorinda O'Neil, Director
Sooner Office Temporaries, Inc.
One Williams Center
Tulsa, OK 74172-4280

Salutation

Dear Mrs. O'Neil

DS: operate return 2 times to double-space
(1 blank line)
(no colon or comma)

Body of letter

The block format in which this letter is arranged has grown rapidly in popularity for business and personal letters.

Users of personal computers, word processors, and typewriters prefer block format because no tab stop settings or indenting motions are required. The result is greater efficiency. In addition, block style avoids the errors that occur in other formats when operators forget to indent certain letter parts.

Changes are being made in document formats and placement to simplify the use of modern office machines and to make people more productive. The growing use of block format is just one of many such changes. Some of the other changes are described in the enclosed pamphlet.

Complimentary close

Sincerely yours (no comma)

J. J. Bellamah

DS
QS: operate return 4
times to quadruple-
space (3 blank lines)

Name/title
Department

Jeffrey T. Bellamah, Head
Work Simplification Unit

Initials of operator

ke (always lowercase)

Enclosure notation

Enclosure (always capitalized)

- ① Use the default font and size of Word: Times New Roman, size 12.
- ② Leave the default margins.
- ③ Except where noted by DS or QS, all other lines of the letter are SS (single-spaced).
- ④ Only return at the end of a paragraph!
- ⑤ Do not indent at all!

Shown in pica type
on a 60-space line
(camera-reduced)