**Block Style Letter Format**

(Revised for Word 2013 usage)

***Please change the line spacing settings in the following manner: click the Home tab; click the Styles group; click the No Spacing style.***

**Current Date**

*(Quadruple space)*

# (Inside Address)

Mr., Ms., Mrs., Dr., or Professor \_\_\_\_\_\_\_\_\_\_\_\_

Address

City, State, Zip

**(Salutation)**

Dear (Title from above) \_\_\_\_\_**:**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Sincerely,

*(Quadruple space)*

Name of Person Writing Letter

Title of Person Writing Letter

Enclosure(s) **(Use this notation if there is something enclosed with the letter.)**

**LETTER MUST BE VERTICALLY CENTERED ON PAGE!**