

Download Sample Business Letter In Block Format

Know the format. Whatever the content of your letter, there are a few business standards to follow regarding the way it looks. Business letters should be typed and composed in a common font such as Arial or Times New Roman. Following is a sample club membership application letter which you can modify for library memberships, privilege banking account memberships, an application to open an account with a brokerage firm or for any practical purposes as you may like. Block format is the most common format for a professional business letter. It's the easiest format to use and simplest to set up in your word processing program. Semi-Block Business Letter Format. Semi block format is similar to the modified block format. All items are aligned to the left. The only difference is that the start of each paragraph is indented five spaces, with a double space between each section.