MODIFIED BLOCK LETTER FORMAT

Modified block letters are different from block format because tabs are used to start data at the page’s horizontal center point. Paragraphs on a modified block letter may also be tabbed (indented) or stay in block style at the left margin. The letter below does not indent (tab) the paragraphs.

Once you’ve done the steps to set tabs:

Set your top margin for 2”, bottom, left and right for 1” (file, page setup)

The following items get tabbed to the center tab point (3.25”):

- Return address (if there is one)
- Date
- Complimentary close (Sincerely, Cordially, etc.)
- Sender’s name
- Sender’s title (if there is one – may follow the sender’s name if a comma is used, or should be typed directly beneath the name as shown above)

If indented, paragraphs get tabbed to the first tab point only.

Note: All other items remain at left margin as they did for the block format letter. Spacing between letter parts are the same as the block format.

To format a modified block letter in CheckPro:

Enter the lesson to do a document like we have for our other letters/ memos.

When the document is open, go to Format, tabs, clear all. Key .5, choose set if the paragraphs are indented. Key 3.25 (center of document), choose set and then choose OK.

or

Click on the left tab button and click on 3.25” on the ruler. If paragraphs are indented, also click on .5” on the ruler.