

3. Semi-Modified Block (indented)
4. Simplified

Full Block

- In a *full block letter*, all lines are flush with the left margin. This is the quickest, most efficient, and least confusing style of letter.
- The date is usually printed on line 15, or *two to three lines* below the heading.
- The inside address is flush to the left margin, *four lines* below the date and may be three or four lines in length.
- The salutation is flush to the left margin and on the *second line* below the inside address.
- If there is a subject line it is on the *second line* below the salutation, flush to the left margin. The subject line is optional. It indicates the purpose of the letter. It is often prefaced with "Subject:" or "Re:" to distinguish it from the body of the letter.
- The body of the letter begins *two lines* below the salutation.
- The complimentary closing is on the *second line* below the body of the letter.
- The typed or keyed signature is *four lines* below the complimentary closing, leaving space for the written or signed letter.
- Reference initials are below the typed or keyed signature with the individual's initials who composed the letter in UPPER CASE and the medical assistant's initials who typed or keyed the letter in lower case.

Figure 1-6 presents an example of a block style letter.

Modified Block (Standard)

In a *modified block (standard) letter*, all of the lines are flush to the left margin except for the date and complimentary closing with signature.

Figure 1-7 presents an example of a modified block style letter.

Semi-Modified Block (Indented)

In a *semi-modified block (indented) letter*, the first line of every paragraph is indented five spaces.

Figure 1-8 presents an example of a semi-modified block style letter.

Simplified

In a *simplified letter*, there is no salutation or complimentary closure. All of the lines are flush to the left margin. This style is most often used with form letters written from a template. They are usually intended for a wide audience.

Figure 1-9 presents an example of a simplified style letter.

Letter Components

Heading

The letterhead is usually commercially printed with a logo. When using letterhead paper, only the date needs to be typed. The date is placed *two to three lines* below the letterhead, flush with the left margin (Figure 1-10).

**V
M
C** VILLES MEDICAL CENTER
One Morey Place
Anywhere, MA 01102
(555) 555-4727 Phone
(555) 555-4000 Fax

July 15, 20XX

Dr. Valerie Christopher
Carr and Oberg Associates
25 Brewster Street
Anywhere, MA 01518

Dear Dr. Christopher:

Thank you for referring your patient, Mr. Burt Weaver, to Villes Medical Center. Mr. Weaver's psychological status on his initial evaluation necessitated an emergency evaluation. I diagnosed the patient as having an adjustment disorder and major depression. He was placed on antidepressant medication for three months.

During this time, Mr. Weaver also participated in six group sessions and ten individual psychotherapy sessions before reaching his maximum rehabilitation. At the time of his discharge, Mr. Weaver was made aware that he could return to Villes Medical Center at any time, if warranted.

If you have any further questions, please call my office at (555) 555-4727.

Yours truly,

Dr. Mary Louis Norman

LNV

FIGURE 1-6 Block Style Letter

**V
M
C** VILLES MEDICAL CENTER
One Morey Place
Anywhere, MA 01102
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(555) 555-4000 Fax

July 15, 20XX

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Carr and Oberg Associates
25 Brewster Street
Anywhere, MA 01518

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Yours truly,

Dr. Mary Louis Norman

LNV

FIGURE 1-7 Modified Block Letter

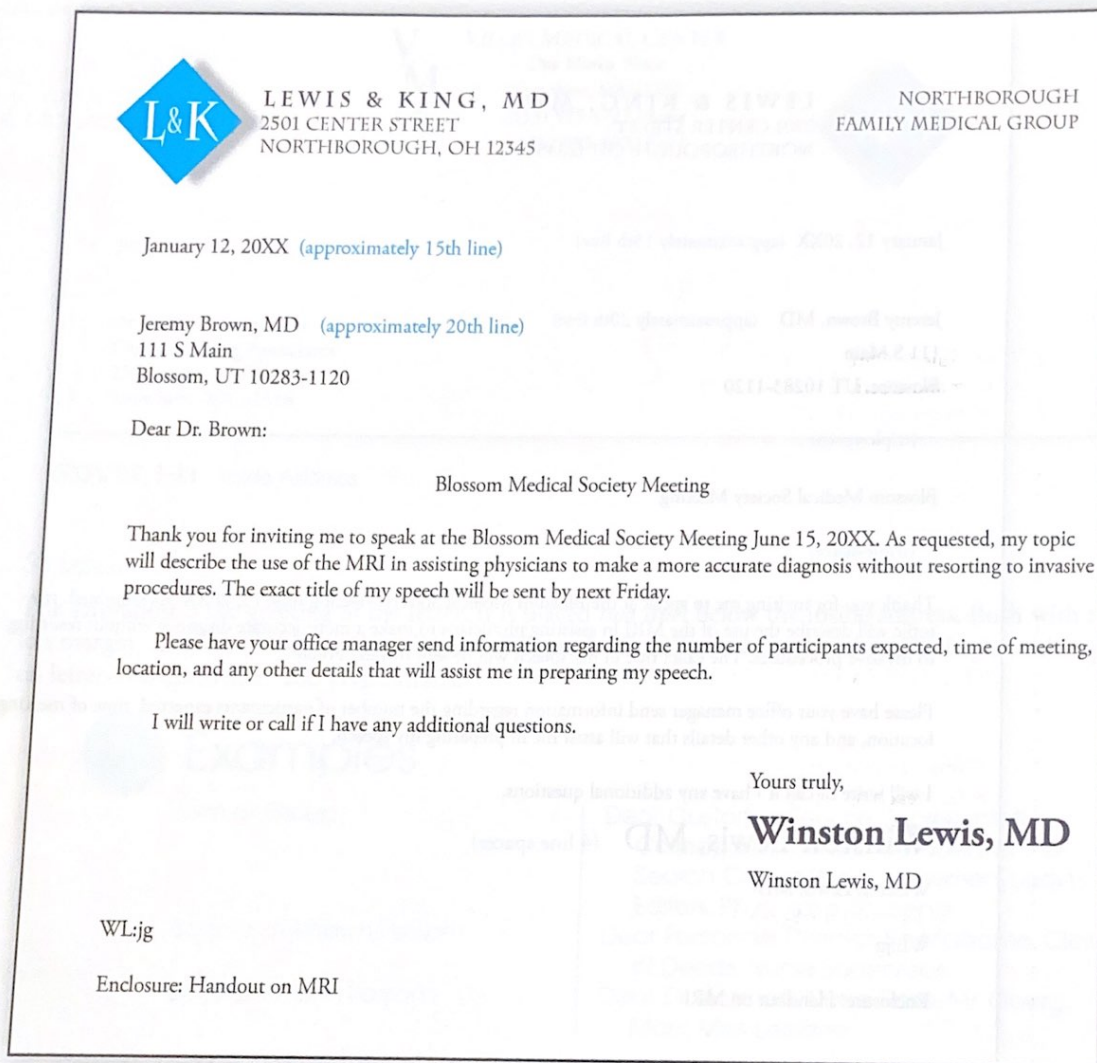


FIGURE 1-8 Semi-Modified Block Letter

Inside Address

The inside address gives the name and address of the person or facility to which the letter is going. It is the mailing address. It is flush with the left margin (Figure 1-11).

If the title of the person is included in the inside address, it goes after the name on the same line.



Examples

Dr. Valerie Christopher, President
Carr and Oberg Associates
25 Brewster Street
Anywhere, MA 00000-1111

Mary Louise Norman, M.D.
Chairperson, Board of Directors
25 Brewster Street
Anywhere, MA 00000-1111



LEWIS & KING, MD
2501 CENTER STREET
NORTHBOROUGH, OH 12345

NORTHBOROUGH
FAMILY MEDICAL GROUP

January 12, 20XX (approximately 15th line)

Jeremy Brown, MD (approximately 20th line)
111 S Main
Blossom, UT 10283-1120

(triple-space)

Blossom Medical Society Meeting

(triple-space)

Thank you for inviting me to speak at the Blossom Medical Society Meeting June 15, 20XX. As requested, my topic will describe the use of the MRI in assisting physicians to make a more accurate diagnosis without resorting to invasive procedures. The exact title of my speech will be sent by next Friday.

Please have your office manager send information regarding the number of participants expected, time of meeting, location, and any other details that will assist me in preparing my speech.

I will write or call if I have any additional questions.

Winston Lewis, MD (4 line spaces)

Winston Lewis, MD

WL:jg

Enclosure: Handout on MRI

FIGURE 1-9 Simplified Letter



VILLES MEDICAL CENTER

One Morey Place

Anywhere, MA 01102

(555) 555-4727 Phone


(555) 555-4000 Fax

July 15, 20XX

FIGURE 1-10 Heading

Subject line

If a subject line is used, it is used to call attention to what is important in the letter (Figure 1-13). The subject line is optional. It indicates the purpose of the letter. It is often prefaced with "Subject:" or "Re:" to distinguish it from the body of the letter. The subject line is keyed or typed *two lines* below the salutation. It is flush to the left margin.


VILLES MEDICAL CENTER
 One Morey Place
 Anywhere, MA 01102
 (555) 555-4727 Phone
 (555) 555-4000 Fax

July 15, 20XX

Dr. Valerie Christopher
 Carr and Oberg Associates
 25 Brewster Street
 Anywhere, MA 01518

Mr. Burt Weaver

Dear Dr. Christopher:

Thank you for referring. . . .

FIGURE 1-13 Use of Subject Line

Body

The body of the letter contains the message. The body may have more than one paragraph with double spacing between each paragraph (Figure 1-14).

Complimentary Closing and Signature

The closing is the leave-taking part of the letter (Figure 1-15). It is typed on the *second line* below the last line of the body. Only the first word in the closing is capitalized. A comma is placed after the last word.



Examples

Yours truly,
Very truly yours,
With best regards,

Sincerely,
Sincerely yours,
Cordially,

Thank you,
With best wishes,
Respectfully yours,



VILLES MEDICAL CENTER

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July 15, 20XX

Dr. Valerie Christopher
 Carr and Oberg Associates
 25 Brewster Street
 Anywhere, MA 01518

Dear Dr. Christopher:

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If you have any further questions, please call my office at (555) 555-4727.

FIGURE 1-14 Body

The signature is *directly below* the closing.

Keyed or Typed Signature

The writer's name is keyed or typed *four lines* directly below the closing. In some letters it may be *six lines* below the complimentary closing. The keyed or typed name may also include the writer's position.

Reference Initials, Enclosures, and Copy Notations

The author's initials are keyed or typed in capital letters with the medical assistant's initials following in lower case. It is flush with the left margin. Enclosures are *one or two lines* below the reference initials. It is keyed or typed with an "Enc." If copies of a letter are given to other people, "C:" and the name of the person to whom the copy is sent should be typed on a new line following "Enc," or the typist's initials.

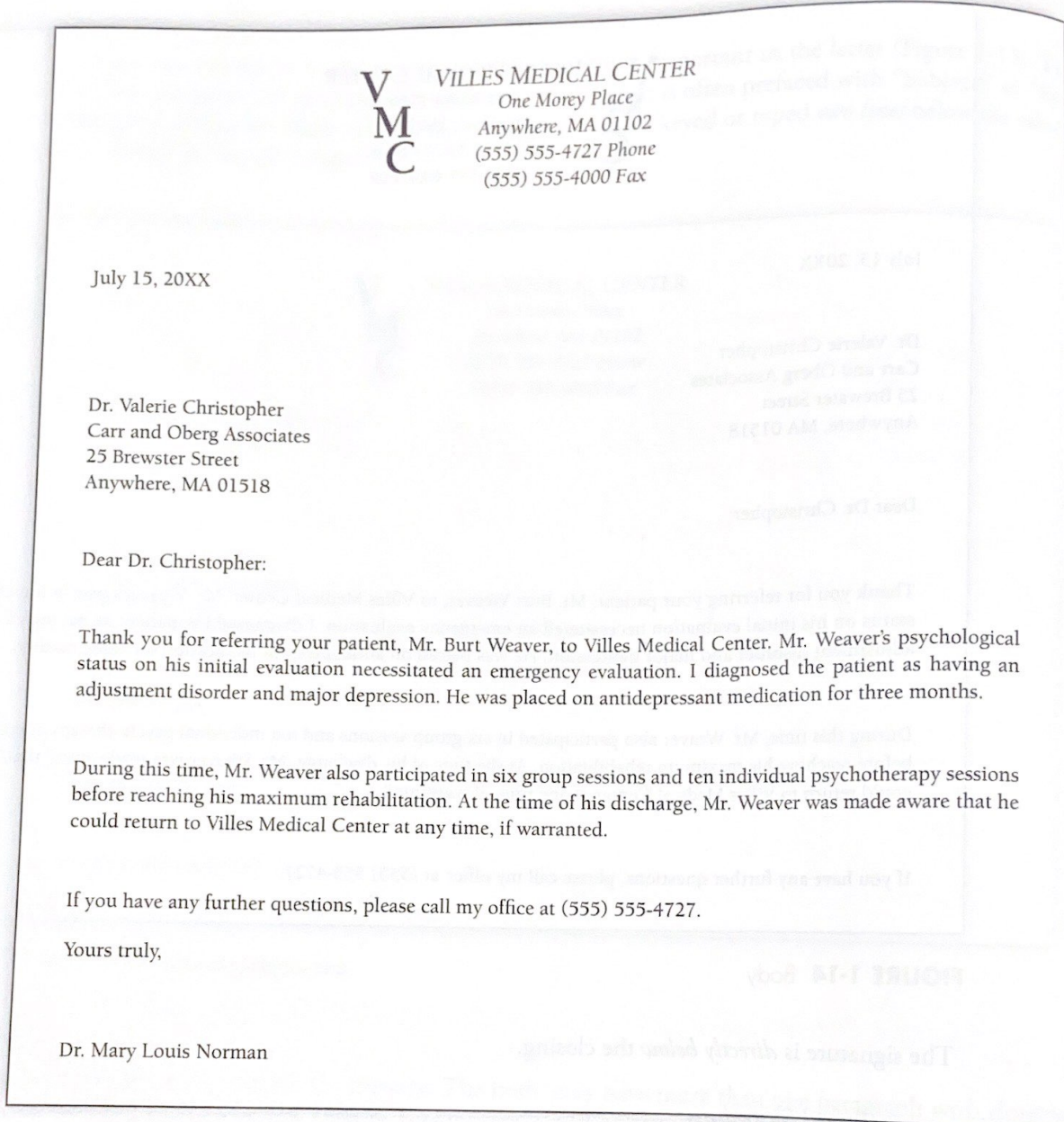


FIGURE 1-15 Closing and Signature



Examples

Yours truly,

Dr. Mary Louis Norman

LNV

Enc.

C: Mary Pat Leonard, M.D.