

Figure 9.4 Modified Block Format without Letterhead (open punctuation; claim letter)

6-12 spaces
(1"-2")

Single space

11408 Brussels Ave. NE
Albuquerque, NM 87111
November 5, 2012

2-6 spaces

Mr. Tom Miller, President
Miller Office Supplies Corporation
P.O. Box 2900
Lincolnshire, IL 60197-2900

Subject: Invoice No. 664907, 10/29/12

Subject line is optional in
block & modified block.

Dear Mr. Miller

No punctuation in
open punctuation

My wife, Caroline Lehman, ordered and received the briefcase listed on page 71 of your catalog (881-CD-L-9Q-4). The catalog said that the Leatherizer, 881-P-4, was free. On the order blank she indicated that she did want the Leatherizer and marked "Free" in the space for price. Nevertheless, the bill charged us for the Leatherizer.

Please remove the \$3.19 charge for the Leatherizer from our bill. The total bill was for \$107.53, and with the \$3.19 deducted, I assume the correct amount for the bill should be \$104.34. I have enclosed a check for \$104.34.

Please confirm that the charge has been removed and that our account for this order is now paid in full.

Sincerely

No punctuation in
open punctuation

William T. Mozing

3-4 spaces

William T. Mozing

2-4 spaces

Encl.: Check for \$104.34

Line up signature
block with date.

5"-1"

letters at a time, to make sure the right second page gets in the envelope. Even when signature block is on the second page, it is still lined up with the date.

Reader's Name

Date

Page Number