

Model Document: Modified-Block Style Letter

Heading is aligned from center to right and includes letter author's full address.

3814 Oak Lane
Dedham, MA 02180
December 8, 20--

Inside address includes recipient's title and full address.

Dr. Carolyn Brown
Director of Research
Evans & Associates
Transportation Engineers
520 Niagara Street
Braintree, MA 02184

Body of letter is professional and polite.

Dear Dr. Brown:

Thank you very much for allowing me to tour your testing facilities. The information I gained from the tour will be of great help to me in preparing the report for my class at Marshall Institute. The tour has also given me some insight into the work I may eventually do as a laboratory technician.

I especially appreciated the time and effort Vikram Singh spent in showing me your facilities. His comments and advice were most helpful.

Again, thank you.

Complimentary close is aligned with heading.

Sincerely,

Leslie Warden

Leslie Warden