Model Document: Modified Block-Style Letter

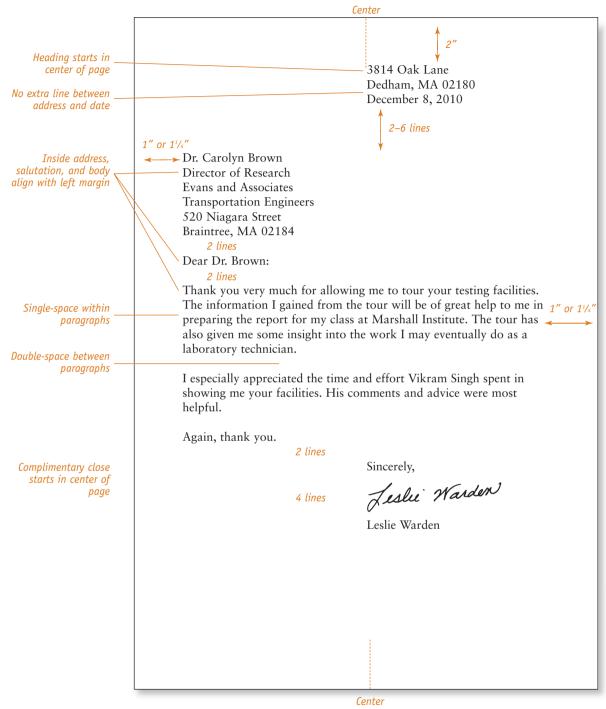


Figure 8–11 Format for a Letter without Letterhead (Modified-Block Style)

Source: Walter E. Oliu, Charles T. Brusaw, Gerald J. Alred (Bedford/St. Martin's 2010)