

Business Letter Components
UWF Writing Lab

BLOCK LAYOUT FORM

Each line has the same left margin, as determined by the longest line.

Each line begins at the left margin.

_____:
This line begins at the left margin.

Paragraphs are not indented. Each line begins at the left margin.

Each line has the same left margin.

MODIFIED BLOCK LAYOUT FORM

Each line has the same left margin, as determined by the longest line.

Each line begins at the left margin.

This line begins at the left margin.

The first line of each paragraph is indented. All other lines begins at the left margin.

Each line has the same left margin.