[Your company name] · [Street address] · [City, State ZIP] · [Phone] · [Email]

[Date]

[Recipient name]
[Title]
[Company]
[Street address]
[City, State ZIP]

Re: [Reference]

Dear [Name]:

[In modified block format, move the date, closing and signature to start at the centre of the page using a tab.]

[Body paragraphs stay left-aligned and are not indented.]

Sincerely,

[Your name]
[Your title]

Notes