

Sample Block Letter

November 11, 2---

Mrs. Dorina O'Neil, Director
Sooner Office Temporaries, Inc.
One Williams Center
Tulsa, OK 74172-4280

Dear Mrs. O'Neil

The block format in which this letter is arranged has grown rapidly in popularity for business and personal letters.

Users of personal computers, word processors, and typewriters prefer block format because no tab stop settings or indenting motions are required. The result is greater efficiency. In addition, block style avoids the errors that occur in other formats when operators forget to indent certain letter parts.

Changes are being made in document formats and placement to simplify the use of modern office machines and to make people more productive. The growing use of block format is just one of many such changes. Some of the other changes are described in the enclosed pamphlet.

Sincerely yours

Jeffrey T. Bellamah, Head
Work Simplification Unit

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Enclosure