|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Full block | Modified block | Semi-block | Simplified letter |
| Sender’s address  left aligned | Yes | No | No | Yes |
| Sender’s address  right aligned | No | Yes | Yes | No |
| Inside address  left aligned | Yes | Yes | Yes | Not needed |
| Inside address  right aligned | No | No | No | Not needed |
| Paragraphs flush to left margin | Yes | Yes | No | Yes |
| Paragraphs indented | No | No | Yes | No |
| Salutation and complimentary close included? | Yes | Yes | Yes | No |