



# CompuTrail, Inc.

900 Rahway Avenue - 52B, Avenel, NJ 07001  
(201) 634-5775



January 4, 19--

Ms. Barbara C. Mackie  
HCI Corporation MS 34A 78N  
One State Street  
City, US 98765

## ADMINISTRATIVE MANAGEMENT SOCIETY'S SIMPLIFIED LETTER

Ms. Mackie, this is a facsimile of the Simplified Letter recommended for many years by the Administrative Management Society. It is a lean, clean format that saves you time through fewer keystrokes and less typewriter movement, saves money, boosts productivity, and enhances the look of the outgoing product.

The date is flush with the left margin from three to six lines beneath the letterhead. The inside address, also flush left, is typed three lines below the date to facilitate the use of window envelopes. There is no salutation; this solves the gender question in letters to correspondents who have signed previous letters with their initials and a surname only. (In the inside address of a letter to such a correspondent, you too can omit the courtesy title and type the person's initials plus the surname.)

Type a capitalized subject line three vertical line spaces below the last line of the inside address. Position the subject line flush with the left margin and omit the words Subject or Re. The subject line encapsulates the main topic of the message and should be brief and to the point. It is also a convenient filing tool.

The message begins three lines below the subject line. All paragraphs are set flush left. Paragraphs are single-spaced internally. Double spacing separates one paragraph from another. The first paragraph opens with use of the recipient's name in direct address as shown here -- a polite way of engaging the recipient's interest at the outset.

Enumerated lists and tabular data, if included, are set flush left with double spacing separating one item from another. Items are single-spaced internally. Long quotations are block indented by six character spaces. Such quoted matter is single-spaced internally, with double spacing separating it top and bottom from the rest of the message.

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