1-1.5" Margin

1-1.5" Margin

1-1.5" Margin

[Your Name] 1
[Address]
[Address]
[Phone]
[Date today] 2
Re: [To what this letter refers] 3

4 lines

[CERTIFIED MAIL] 4
[PERSONAL] 5

1 line

[Recipient's Name] 6
[Company Name]
[Address]

1 line

Attention [Recipient's Name] 7

1 line

Dear [Recipient's Name]: 8

1 line

[SUBJECT] 9

1 line

The main characteristic of full block letters is that everything (except maybe a preprinted letterhead) is flush with the left margin. Full block letters are a little more formal than modified block letters. 10

1 line

If your letter is only one page, type the complimentary close and optional components as shown below. Otherwise, type them on the last page of your letter. For the components of continuation pages, click on the link below to go to page 2 of this letter.

1 line

Sincerely, 11

4 lines [Signature] 12

[Your Name, Title]

1 line

[Identification Initials] 13
Enclosures: [Number] 14

1 line

cc: [Name For Copy] 15
[Name For Copy]

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