

[Your Name]
[Street • City • State • Zip Code]
[Phone # • Fax phone # • Messages phone # • Email]

[Date today]
Re: [To what this letter refers]

[CERTIFIED MAIL]
[PERSONAL]

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

Attention [Recipient's Name]

Dear [Recipient's Name]:

[SUBJECT]

The main characteristic of full block business letters is that everything is flush with the left margin. Full block letters are a little more formal than modified block letters.

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. (See page 2.)

Sincerely,

[Signature]

[Your Name, Title]

[Identification Initials]
Enclosures: [Number]

cc: [Name for Copy]
[Name for Copy]