

**John D. Smith**  
120 Colonel Drive  
Memphis TN 38130  
(555)456-8977

January 17, 2012

Mr. Samuel Jackson  
234 MX Nice Drive  
Memphis, TN 38130

Dear Mr. Jackson:

Here starts the body of your letter... introduce yourself here, if the person you are writing to doesn't know you....starts the body of your letter starts the body of your letter

This is the second paragraph.... second paragraph second paragraph

Third paragraph, if needed... if needed if needed

Thank you for considering these lines.

Sincerely,

John Smith  
General Manager