

Your Name
Address
Phone Number
E-mail (optional)

Date

Name of Receiver
Designation
Company Name
Address

Dear _____:

When writing a letter using block form, no lines are indented. Include your name, address, and phone number where you can be contacted, as well as the date. You then include the name and address of the person you are sending the letter to.

With new paragraphs, just skip a line instead of indenting.

Add your phone number where you can be contacted in the last paragraph. If the receiver needs to use a relay service to call you, briefly explain that you are deaf/ hard-of-hearing and that s/he can call you through relay. Give the receiver his/her state relay number and explain that s/he will need to give the operator your number. Then give him/her your number.

Sincerely,

Your Signature

Your Name
Your Title