

# Block Style Business Letter

Use 1" left and right margins.

Date should start 2" from the top of the page.

Today's Date - Year, Month, Day (hit enter 5 times or enter down for 1")

Company Name  
Company Address  
City, State Zip (Hit enter twice)

Dear Order Department: (Hit Enter twice)

xxxxxxxx x xxxx xxx x xxxxxxxxxxxxxxxxxx xxx xxxxxxxxxxxxxxxxxxxxxxxxxx  
xx  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

xx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxx  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

xxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxx xxxxxxx  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Hit enter twice)

Sincerely, (Hit enter 4 times)

Your handwritten signature goes here.

Your Name  
Your Title  
Your Company Name  
Your Company Address  
City, State Zip (Hit enter twice)

Enclosure