1-1.5" (2.5-3.8cm) Margin

1-1.5" (2.5-3.8cm)

1-1.5" (2.5-3.81cm) Margin

Address
Address
Phone

1 Return Address

1 line

Date today

2 Date Line

4 lines

Recipient's Name
Company Name
Address

3 Inside Address

1 line

Dear (Recipient's Name):

4 Salutation

1 line

SUBJECT

5 Subject Line

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.

1 line

If your letter is only one page, type the complimentary closing and optional components as shown below. Otherwise, type them on the last page of your letter.

6 Body

1 line

Sincerely,

7 Complimentary Closing

4-5 lines

Signature
Your Name, Title

8 Writer's Identification

1 line

Identification Initials

9 Identification Initials

Enclosures: (Number)

10 Enclosure/Notation

1 line

CC: Name for Copy
BCC: Name for Copy

11 Copy Notation

1-1.5" (2.5-3.8cm) Margin