

XYZ COMMCO, INC
111 Any Street -- San Francisco, CA 94118 -- (415) 221-1212

May 22, 2005

John Smith
XYZ Company
123 Anything Avenue
San Francisco, CA 94115

Dear Mr. Smith:

Blah blah blah. With the block letter style each paragraph begins at the left margin. Some more important information continues in the first paragraph for two to four sentences.

Blah blah blah. Between paragraphs there is additional line space indicating a new paragraph. As before, this paragraph begins at the left margin, as do, receiver's address, salutation, and additional information. However, the date of composition, complimentary close, sender's name, and title are placed right of center. This makes the block style both functional and a bit more stylized in composition.

Sincerely yours,

Terry D. Sender

Terry D. Sender
Project Manager

TDS:YS
CC: A. Receiver, B. Receiver