

# 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 full- blocked 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. The date of composition, receiver's address, complimentary close, sender's name, and sender's title, and additional information are also left aligned. This makes this letter style the easiest to format.

Sincerely yours,

*Terry D. Sender*

Terry D. Sender  
Project Manager

TDS:YS

CC: A. Receiver, B. Receiver