

[1 inch margin on all sides]

[1 -- LETTERHEAD]

XYZ COMMCO, INC

111 Any Street name --San Francisco, CA 94118 --(415) 221-1212

[6 lines of space]

[2 -- DATELINE]

May 22, 2005

[2 lines of space]

[3 -- INSIDE ADDRESS]

Mr. John Smith
ABC Company
123 Anything Avenue
San Francisco, CA 94115

[2 lines of space]

[4 -- SALUTATION]

Dear Mr. Smith:

[2 lines of space]

[5 -- BODY OF LETTER]

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

[2 lines of space between paragraphs]

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 the date of composition, receiver's address, complimentary close, sender's name, title, and additional information.

[2 lines of space]

[6 -- COMPLIMENTARY CLOSE)

Sincerely yours,

[5 lines of space for signature area]

[7 -- SENDER'S SIGNATURE]

[8 -- SENDER'S NAME TYPED]

Terry D. Sender

[9 -- SENDER'S TITLE TYPED]

Project Manager

[2 lines of space]

[10 -- ADDITIONAL INFORMATION]*

TDS:YS
CC: Another receiver

(RETURN)