

# 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 semi- blocked letter style each paragraph begins with a five to ten space indent. 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, the paragraph has a first line indent. The date of composition, receiver's address, complimentary close, sender's name, and sender's title are set right of center. The additional information is left aligned.

Sincerely yours,

*Terry D. Sender*

Terry D. Sender  
Project Manager

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