



PO Box 326 ▪ Newburgh, IN 47629 ▪ Phone: 812-454-1251 ▪ mustardseed@sigeom.net ▪ www.marketing-small-business.net

January 23, 2007

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

The body of the full block format letter is single-spaced, except for the double spacing between paragraphs.

All parts of the full block format letter begin at the left margin, making it easy to type and read. If your letter has letterhead, as this one does, you do not need a sender address. If you don't have letterhead, include your name and address at the top, above the date. It should also begin at the left.

This sample letter with letterhead was created using a stationery template at the Microsoft Office Online web site.

Sincerely,

[Your Name]
[Title]

Enclosure: **[Name of Item Enclosed]**



*You'll find more sample letters and small
business marketing advice at
<http://www.marketing-small-business.net>.*