2912 Ellendale Avenue

St. Louis, MO 63143

June 6, 2014

Mrs. Jane Jones

Acne Chemical Company

12 Market St.

St. Louis, MO 63111

Dear Mr. James:

This is my first sentence of my first paragraph of my very first letter. This is a personal business letter in modified block style.

This is the end of my letter.

Sincerely,

Eric Schnelker