

Ek.2

Number : B.30.2.SAB.0.70.00.00

Subjet : Full-block Letter

November 25, 1999

Mrs.Ayşe Kaçmaz
General Manager
ABC Ltd. Şti.
Büyükdere Caddesi No.12
Levent 80613 İstanbul

Dear Mrs.Kaçmaz,

This is a full-block letter; every line of the letter begins at the left margin. Although using full-block style saves time in typing, the letterhead needs to be planned for it. Otherwise it might end up with a letter that does not have a balanced appearance. For example, a letterhead with printing on the left side of the page would present an awkward appearance if used with full-block style. A full-block letter cannot be double spaced.

If several persons are to receive carbon copies, their names are listed after the carbon-copy notation. They are listed either by rank or in alphabetical order.

Yours very truly,

Robert T. Walker
Director

Encl. Map

Note: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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cc: Mr..Mehmet Kulan