

# BUSINESS LETTER BLOCK STYLE

<p style="text-align: center;"><b>FRIENDS AND NEIGHBORS</b> 516 W. Iowa Street Dermott, AR 71638-2039 (870) 555-0183</p>	<b>Letterhead</b>
<p>December 7, 200-     <b>About 2 inches or 2 lines below letterhead</b></p> <p style="text-align: center;">↓ 4</p>	<b>Date</b>
<p>Mr. Alex P. Perkla Homemade Construction 571 S. Pecan Street Dermott, AR 71638-2225</p>	<b>Letter Address</b>
<p style="text-align: center;">↓ 2</p> <p>Dear Mr. Perkla</p>	<b>Salutation</b>
<p style="text-align: center;">↓ 2</p> <p>Thank you for helping to make this year's Friends and Neighbors Dinner a success.</p> <p>The tables and benches your crews built, delivered, and set up were put to good use. Meals were enjoyed by 376 people who might otherwise have spent their holiday alone and hungry.</p> <p>Homemade Construction has a positive reputation in the community. That reputation is well deserved.</p>	<b>Body</b>
<p style="text-align: center;">↓ 2</p> <p>Sincerely</p> <p style="text-align: center;">↓ 4</p>	<b>Complimentary Close</b>
<p>Chuck L. Fosgate, Chair Friends and Neighbors Dinner</p>	<b>Signature Lines</b>
<p style="text-align: center;">↓ 2</p> <p>Enclosures</p>	<b>Enclosure Notation</b>

# BUSINESS LETTER SIMPLIFIED STYLE

<p><b>FRIENDS AND NEIGHBORS</b> 516 W. Iowa Street Dermott, AR 71638-2039 (870) 555-0183</p>	<b>Letterhead</b>
<p>December 7, 200- <b>About 2 inches or 2 lines below letterhead</b></p>	<b>Date</b>
<p>↓ 4</p> <p>Mr. Alex P. Perkla Homemade Construction 571 S. Pecan Street Dermott, AR 71638-2225</p>	<b>Letter Address</b>
<p>↓ 2</p> <p>Holiday Gratitude</p>	<b>Subject Line</b>
<p>↓ 2</p> <p>Thank you for helping to make this year's Friends and Neighbors Dinner a success.</p> <p>The tables and benches your crews built, delivered, and set up were put to good use. Meals were enjoyed by 376 people who might otherwise have spent their holiday alone and hungry.</p> <p>Homemade Construction has a positive reputation in the community. That reputation is well deserved.</p>	<b>Body</b>
<p>↓ 4</p> <p>Chuck L. Fosgate, Chair</p>	<b>Signature Lines</b>
<p>↓ 2</p> <p>vu</p>	<b>Reference Initials</b>
<p>↓ 2</p> <p>Enclosures</p>	<b>Enclosure Notation</b>

## HEADING FOR SECOND AND ADDITIONAL PAGES OF LETTERS AND MEMOS

<p><b>About 1 inch</b></p> <p>Mr. Alex P. Perkla Page 2 <b>(use appropriate page number)</b> December 7, 200- ↓ 2</p> <p>Body of message is continued. At least two lines of text should be carried to continuation pages.</p>
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# PERSONAL-BUSINESS LETTER MODIFIED BLOCK STYLE

<p style="text-align: center;"><b>About 2 inches</b></p> <p>143 W. Mulberry Street Dermott, AR 71638-1200 December 7, 200-</p> <p style="text-align: center;">↓ 4</p> <p>Mr. Alex P. Perkla Homemade Construction 571 S. Pecan Street Dermott, AR 71638-2225</p> <p style="text-align: center;">↓ 2</p> <p>Dear Mr. Perkla</p> <p style="text-align: center;">↓ 2</p> <p>Thank you for helping to make this year's Friends and Neighbors Dinner a success.</p> <p>The tables and benches your crews built, delivered, and set up were put to good use. Meals were enjoyed by 376 people who might otherwise have spent their holiday alone and hungry.</p> <p>Homemade Construction has a positive reputation in the community. That reputation is well deserved.</p> <p style="text-align: center;">↓ 2</p> <p style="text-align: center;">Sincerely</p> <p style="text-align: center;">↓ 4</p> <p style="text-align: center;">Chuck L. Fosgate, Chair Friends and Neighbors Dinner</p> <p style="text-align: center;">↓ 2</p> <p>Enclosures</p>	<p><b>Return Address</b></p> <p><b>Date</b></p> <p><b>Letter Address</b></p> <p><b>Salutation</b></p> <p><b>Body</b></p> <p><b>Complimentary Close</b></p> <p><b>Signature Lines</b></p> <p><b>Enclosure Notation</b></p>
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