**Block Format: Business Letter**

Return Address Line 1 **1**

Return Address Line 2

Date (Month Day, Year) **2**

Mr./Mrs./Ms./Dr. Full name of recipient. **3**

Title/Position of Recipient.  
Company Name  
Address Line 1

Address Line 2

Dear Ms./Mrs./Mr. Last Name: **4**

Subject: Title of Subject **5**

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Closing (Sincerely...), **7**

Signature **8**

Your Name (Printed) **9**

Your Title

Enclosures (2) **10**

Typist Initials. **11**