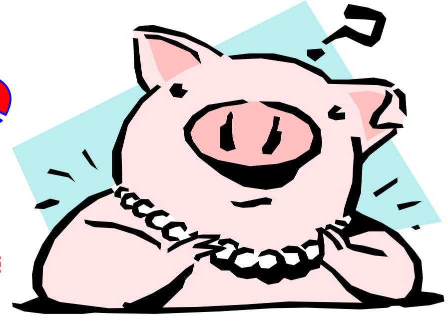
Organization Name

Address & Phone



At 2"

Date

Quadruple Space (4 Returns)

Address Block Name
Street Address
City, ST 99999

Salutation

Mixed Punctuation – Dear Joe:
Sincerely,

Open Punctuation – Dear Joe
Sincerely

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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xxxxxxx

Close

Quadruple Space (4 Returns)

Your Name

Look's Professional

Margins

- ✓ **1.25" Left**
- ✓ **1.25" Right**
- ✓ **1" Top**
- ✓ **1" Bottom**

BLOCK LETTER FORMAT ON LETTERHEAD

Remember: MS Word's NORMAL style gives you a blank line with each RETURN/ENTER. You can force a single line with SHIFT + ENTER/RETURN.

NO SPACING style gives you a single line with each ENTER/RETURN.

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