

[Insert Company Letterhead]

**Full Block Style
Business Letter Sample**

[Your Name]
[Address]
[City, State and Zip Code]
[Phone]
[Date]
Re: [To what this letter refers]

[Recipient's Name]
[Company Name]
[Address]
[City, State and Zip Code]

Attention [Recipient's Name]:

[Subject]

There are many different types of business letters. A full block style letter has all print flush with the left margin with the exception of preprinted letterhead.

At the end of your letter, type the complimentary close and components (optional) as shown below also being flush with the left margin.

Sincerely,

[Sign Here]

[Type Your Name, Title]

[Identification Initials of Typist]
Enclosures: [Number of Enclosures]

CC: [Name for Copy]
[Name for Copy]