

## **Full Block Style Business Letter Sample 2**

This business letter format shows the formal components of this style. (A one-page business letter is below, but the business letter you may download includes the components for continuation pages, too.) Many of the components are optional, while some are redundant if you use them all. (For example, you don't need an attention line if you type the recipient's name at the top of the inside address.) For an explanation of all the components, click on the link for this style in the menu below the sample.

When you're ready, you may download this business letter in rich-text format (RTF). You may also download or copy samples and examples of simple, employment-related business letters, by clicking on these links.

[Your Name]  
[Address]  
[Address]  
[Phone]  
[Date today]  
Re: [To what this letter refers]

[CERTIFIED MAIL]  
[PERSONAL]

[Recipient's Name]  
[Company Name]  
[Address]  
[Address]

Attention [Recipient's Name]

Dear [Recipient's name]:

[SUBJECT]

The main characteristic of full block business letters is that everything (except maybe a preprinted letterhead) is flush with the left margin. Full block letters are a little more formal than modified block letters.

If your letter is only one page, type the complimentary close and optional components as shown below. Otherwise, type them on the last page of your letter. (See page 2 after you download this letter, or click on the appropriate link in the menu below.)

Sincerely,

[Sign here]

[Your name, title]

[Identification Initials]  
Enclosures: [Number]

cc: [Name for Copy]  
[Name for Copy]

## **Sample Business Letters**

### **Modified Block Style Business Letter Sample 1**

This business letter format shows the formal components of this style. (A one-page business letter is below, but the business letter you may download includes the components for continuation pages, too.) Many of the components are optional, while some are redundant if you use them all. (For example, you don't need an attention line if you type the recipient's name at the top of the inside address.) For an explanation of all the components, click on the link for this style in the menu below the sample.

When you're ready, you may download this business letter in rich-text format (RTF). You may also download or copy samples and examples of simple, employment-related business letters, by clicking on these links.

[Your Name]  
[Street • City • State • Zip Code]  
[Phone # • Fax phone # • Messages phone # • Email]

[Date today]  
Re: [To what this letter refers]

[CERTIFIED MAIL]  
[PERSONAL]

[Recipient's Name]  
[Company Name]  
[Address]  
[Address]

Attention [Recipient's Name]

Dear [Recipient's name]:

[SUBJECT]

The main characteristic of modified block business letters is that everything is flush with the left margin, except as shown. Modified block letters are a little less formal than full block letters.

If your letter is only one page, type the complimentary close and optional components as shown below. Otherwise, type them on the last page of your letter. (See page 2 after you download this letter, or click on the appropriate link in the menu below.)

Sincerely,

[Sign here]  
[Your name, title]

[Identification Initials]  
Enclosures: [Number]

cc: [Name for Copy]  
[Name for Copy]

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**Sample Interview Thank You Letter**

Review more sample thank you letters.

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature

Your Typed Name