BUSINESS LETTER FORMAT FOR COVER LETTERS

M O D I F I E D B L O C K S T Y L E
[With or without indented paragraphs]

555 Pio Place
Wailuku, HI 77777
[one space]
November 7, 2008

[one or more spaces]

Dr. Joe Smith, Director
Human Resources
Champaign Unit 4 School District
Champaign, IL 61820
[one space]
Dear Dr. Smith:
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Sincerely,

[4 spaces]

Tom Jones

Enclosure