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Your Street Address
City, State Zip

1800 Stone Ridge Street
Los Angeles, CA 90001

Month Date, Year

December 4th, 2008

Ms. Michelle Johnson
President, Johnson Family Center
344 Western Lane
New York, NY 10027

Mr./Mrs./Ms./Dr. Full Name of Recipient
Title of Recipient, Company Name
Recipient Street Address
City, State Zip

Dear Ms. Johnson

When using indented format, you will need to indent on the first on every paragraph including the first paragraph, body paragraph, and the closing paragraph. Margins on all sides should be 1-inch to 1.15-inch. Start the first paragraph by introducing yourself in a friendly way and then state the purpose of your letter. Know your audience because it's very important that you keep their attention. Remember, you are not writing to yourself, think in term of the recipient and write passionately. Use a couple of sentences to explain the purpose, but save the detail for the body paragraph(s).

Make sure to indent on every paragraph. Start the body paragraph by justifying the importance of the main point. In the next few paragraphs, continue justification with background information and supporting details. Body paragraphs are where you offer solutions, advices, suggestions, or proposals. Write as many body paragraphs as you want, however, keep it short and straight to the point, you do not want to bore the reader to death or look like you're writing a school essay.

In the closing paragraph, you should restate the purpose of the letter and, in some cases, request some type of action. Remind the reader where they can contact you and make sure to close the letter in a friendly manner.

Closing

Sincerely,

Leave 4 Spaces and Sign Here

Print Full Name
Your Title, Company Name

Matt Smith
Owner, LA Bike Shop

Enclosure

If You Have Attachment, Use Enclosure or Enclosures (#)

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