BUSINESS LETTER FORMAT

Return Address Phone Email *(handwritten, magenta)*

1942 Falcon Road
Marston, IL 29803
823-734-2938
ksimms@carstairsmedia.com

Sender *(handwritten, magenta)*

Date *(handwritten, blue)*

September 3, 2028

Inside Address *(handwritten, magenta)*

Mr. Roger L. Murray, Director
Vocational Education Center
2836 Silver Oaks Way
Spring Valley, CA 90012-1789

Recipient *(handwritten, magenta)*

Salutation *(handwritten, magenta)*

Dear Mr. Murray:

Subject Line *(handwritten, magenta)*

Subject: Employee Training

Who you are & why you are writing. *(handwritten, blue)*

A preview version of the training video "Are You Listening?" can be found at www.carstairsmedia.com/listening. You should have ample time to plan your program around it.

Body *(handwritten, magenta)*

Details *(handwritten, blue)*

Listening is one of the most important, yet one of the least developed, skills needed by everyone. In the world of work, many people spend much more time listening that they do writing, speaking, or even reading. Few people, however, listen skillfully.

What is enclosed & thank you *(handwritten, blue)*

Enclosed is a list of pamphlets and training packets that we offer at nominal cost. You might find these useful as well.

Complimentary Closing *(handwritten, magenta)*

Sincerely yours,

(Handwritten Signature)

Yours truly, Respectfully, Cordially yours, Sincerely, Appreciatively, *(handwritten, blue)*

Sender's Name & Title *(handwritten, magenta)*

Kathy Simms, Manager
Educational Media Division

Enclosure Notation *(handwritten, magenta)*

Enclosure

* **Block Style — left align**
* **Modified Block**
* **Center vertically — Margins** *(handwritten, purple)*

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Center Sept.

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Sincerely yours,

(Handwritten Signature)

Center

Kathy Simms, Manager
Educational Media Division

Enclosure