

\* Center vertically - Margins - Layout Tab

**Return Address** (Sender)  
 1942 Falcon Road  
 Marston, IL 29803  
 823-734-2938  
 ksimms@carstairsmedia.com

**Date**  
 September 3, 2028

**Inside Address** (Recipient)  
 Mr. Roger L. Murray, Director  
 Vocational Education Center  
 2836 Silver Oaks Way  
 Spring Valley, CA 90012-1789

**Salutation**  
 Dear Mrs. \_\_\_\_:  
 Hello,  
 Greetings,  
 Dear Hiring Manager:

**Subject Line**  
 Subject: Employee Training

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

**Complimentary Closing**  
 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 than they do writing, speaking, or even reading. Few people, however, listen skillfully.

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

**Closing**  
 Sincerely yours,  
 3 (Handwritten Signature)  
 Kathy Simms, Manager  
 Educational Media Division  
 3  
 Enclosure

**RE:**  
 Introduce yourself  
 Why are you writing?  
 Details  
 Enclosure  
 How to contact you  
 Thank you for your time

**Closings**  
 Yours truly,  
 Respectfully,  
 With sincere thanks,  
 Thank you,

Modified Block

Drag Date, Complimentary Closing, Name & Title to **START** at the exact center of the paper. Do NOT turn on centering!