**FULL-BLOCK LETTER**

Top, Left & Right Margins: 1"

Times New Roman, 12 point font

Begin the date at approx. 2.5" (adjust up for long letters - DO NOT set a top margin of 2.5”)

Open punctuation (no punctuation following the Salutation & Closing) is recommended

November 16, 2007 *(use current date)*

(QS)

Mr. Larry Brown

1101 Hortez Road (**Inside** **Address**)

Chicago, IL 60601-1234

(DS)

Dear Mr. Brown (**Salutation or Greeting**)

(DS)

Your current balance on the enclosed invoice is long overdue. We are planning to turn your records over to a collection agency soon. (SS within Body paragraphs)

(DS)

It is important that you contact our accounting department immediately to arrange an easy payment plan that will be satisfactory to both parties.

(**Body**)

(DS)

Please contact Roger Owens, your account representative, at 601-555-0014.

(DS)

Sincerely (**Complimentary** **Close**)

(QS) (Space for signature)

Nancy Wells (**Name of letter’s writer**)

Chief Executive Officer (optional, *example of a job title)*

(DS)

nw/yo (**Reference Initials***, lowercase; “yo” gets replaced with* your own *initials)*

(DS)

Enclosure (**Enclosure or Attachment notation:** optional *if no notation is necessary; based on information in the Body of the letter)*