

Williams' Widgets
"Worlds most wonderful widgets!"

June 3, 1998

Jeffrey D. Abernathy
Purchase Coordinator
Ajax Blacksmithing
Box 190
Shell Lake, Sask.
SOJ OKO
Fax 467 2999

Dear Mr. Abernathy

This is a sample of a letter typed in Modified Block Letter Style. The difference between this and the Block Letter, is where you find the date, and where the signature appears. The date and signature are put over on the right side.

The top part of the page is still the Letterhead for the company or office. Because of the way you type it on the top 1/3 of the page, when you fold the letter the address will still appear in the cellophane window business envelopes.

At the bottom of the page you see a space between the Closing and the name of the person sending the letter. This allows the author (Sylvester) to sign his name and make a more personal contact. Following this, you see the return address.

Sincerely

Sylvester Stelone

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Enclosure

333 24 South Industrial Drive Prince Rupert, Sask. S6V 1T6 (306) 763 6655