Mrs. Laura King-Licht

Business Teacher

Hebron High School

509 S. Main Street

Hebron, IN 46341

September 26, 2011

Ms. Business Student

509 S. Main Street

Hebron, IN 46341

Dear Ms. Student:

This is an example of a business block letter that you will be using for many business situations through your life. In this paragraph introduce yourself and state your reason for the correspondence. This is where you set the tone.

This paragraph and others before the last paragraph are the meat of the letter. Give evidence for your reason for writing. They are very useful for letters of recommendation, cover letters for resumes, letters of inquiry to companies, complaint letters and thank you letters just to name a few.

The third Paragraph is to wrap up the letter, maybe ask for an interview or some kind of action. In a thank you letter, you would restate the thank you in similar words and let them know you are looking forward to seeing them again…something along those lines. Inform them of any enclosures, such as a resume and a letter of recommendation letter. In that case, you should put the enclosure heading and number as stated below.

Sincerely,

Laura A. King-Licht

Enclosures: 2

[Also, see [this link](http://owl.english.purdue.edu/owl/resource/653/1/) for more information.]