



JAMES AND COMPANY

123 Elliot St. NW, Seattle, WA 98654

April 12, 2011

When there is letterhead paper used, insert 2-3 three blank spaces before the **date** depending on how much space is needed for the letterhead when printing.

Marcia Renolds
Governor Hotel
15786 S. Mar Drive
Olympia, WA 98687

Include 2-3 blank spaces before the **inside address**, which is whom the letter is being sent to.

Dear Ms. Renolds,

Insert 1 blank space before the **salutation/greeting**. After the salutation, you can use either a comma or a semicolon.

It was a pleasure speaking to you on the phone last week. I would like to confirm our company's employee training session at your convention site for August 21 through 24, 2012. In addition to the lunches we discussed we will need the following items:

- Wireless Internet connection login
- Podium
- In Focus or projection system to be connected to our own computer

I will enclose a spec-list needed for the projection system to ensure that it will coordinate with our computer.

Thank you for your attention to this, and I look forward to working with you over the next several months to make this a successful event for our company.

Sincerely,

Use a comma after the **closing**.

David Johnson
HR Manager

Include 3 blank spaces, so the person has room to sign his or her name. Then, the sender should type his or her name and job title.

cw

1 blank space

Enclosure

Typist's initials in lowercase

The word **enclosure** is used if there are other documents that will accompany this letter; otherwise, do not include it.

This is a **block style letter**. Everything is left aligned, which means that everything starts on the left side of the page, no indenting. It is in *Times New Roman 12 point font* with the *No Spacing Style* used. The *Show/Hide button* is turned on to show blank spacing within the letter.