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The diagram illustrates the format of a full block letter. It shows the following components and their corresponding line numbers:

- 1-1.5" Margin** (Left margin indicator)
- 1-1.5" Margin** (Right margin indicator)
- 1** [Your Name]
- 2** [Address]
- 3** [Address]
- 4** [Phone]
- 5** [Date today]
- 6** Rec: [To what this letter refers]
- 7** [CERTIFIED MAIL]
- 8** [PERSONAL]
- 9** [Recipient's Name]
- 10** [Company Name]
- 11** [Address]
- 12** Attention [Recipient's Name]
- 13** Dear [Recipient's Name].
- 14** [SUBJECT]
- 15** The main characteristic of full block letters is that everything (except maybe a preprinted letterhead) is flush with the left margin. Full block letters are a little more formal than modified block letters.
- 16** If your letter is only one page, type the complimentary close and optional components as shown below. Otherwise, type them on the last page of your letter. For the components of continuation pages, click on the link below to go to page 2 of this letter.
- 17** Sincerely,
- 18** [Signature]
- 19** [Your Name, Title]
- 20** [Identification Initials]
- 21** Enclosures: [Number]
- 22** cc: [Name For Copy]
- 23** [Name For Copy]
- 1-1.5" Margin** (Bottom margin indicator)

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# Opac Test Study Guide Formatting A Business Letter

**Jiyuan Zhang**



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