

PROFESSIONAL "FULL BLOCKED" LETTER

Your street address, Apt #  
Your town, IA 50000  
Month Day, Year

↑ skip 3 lines ↓

Mr. (Mrs., Ms., Dr.) 1st last name  
Their street address  
Their town, ST 50000

{ Their job title  
their company }

↑ skip 1 line ↓

Dear Mr. Last Name:

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↑ skip 1 line ↓  
Sincerely,

↑ skip 3 lines ↓

Your 1st Last Name

Enclosure

cc: 1st Name Last Name (3rd party receiving copy)