October 6, 2015  
  
  
  
Mr. John Sample  
1212 Main Street  
Anywhere, OH 47805  
  
Dear Mr. Sample,  
  
This is where the content of your letter goes. Make sure you use the proper rules of English in writing your letter. Do not include slang or jargon. Make sure you use complete sentences.   
  
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Sincerely,  
  
  
  
Bill Jones  
Phone: 555-1212  
Email: billjones@anymail.com

Use a 2 inch top margin for the start of your document (\*Hint\* Choose Page Layout and Margins in New Versions of Word)

Take four single spaced returns after your close and insert your name, and optionally, your contact information. Your signature goes in the space created by the four returns.

Take two single spaced returns after your last paragraph and insert the close with a comma after the close.

Take two single spaced returns after the address and insert the salutation with a comma.

The date is the first line. Then take four single spaced returns and insert the mailing information of who the letter is being sent to.