

LETTER 2

Block Style
Personal-Business

Type the following letter in block style. The slash marks in the inside address and closing lines indicate line endings. Do not type the slashes.

The ¶ symbol indicates the start of a new paragraph. Do not indent a new paragraph. However, leave one blank line before beginning a new paragraph.

Current Date / Ms. Caroline Davis / 5200 Roselawn Avenue
/ Topeka, KS 67218 / Dear Ms. Davis: /

¶ Your presentation at the Kentwood Business Club was one of the most enjoyable our club has ever had.

¶ It is always a pleasure to have a professional like you speak on ways a graduate can seek a job. The follow-up question-and-answer period as well as your handouts were well received.

¶ On the advice of our teacher, our accounting class has decided that one way we can follow up your presentation is to bring to class employment ads, and then write letters of application. Already the class has prepared twelve letters, which were sent to our teacher as the employer; thirteen more are all ready to be signed.

¶ I believe this is one of the most interesting projects I have ever been assigned. Members of the class have learned to critique the letters without feeling self-conscious about their work.

¶ Would you consider reviewing some of our letters and advise us which you think are the best? We hope you will say, "yes!" I will call you next Monday to discuss the details. Sincerely yours, / Brian K. Long / 347 Main Street / Topeka, KS 67209