**TEMPLATE LETTER  
FULL BLOCK FORMAT BUSINESS LETTER**

Today’s Date

Recipient’s Name  
Company  
Address  
  
Dear **(Recipient’s Name)**,

This block format business letter template illustrates how quick and easy communications can be to type. Notice that it looks very much like the semi-block letter format, except the paragraphs are not indented. This is a format you can use for all business occasions.  
  
Notice that all elements in this letter are left justified. This formatting provides a crisp, modern look that many people prefer.  
  
If you have any enclosures to include in this letter, make a note at the bottom left, a few spaces below the signature block. Just write “enclosures:” and follow up with the names of any items inside the envelope. A brochure, an application, or a copy of an invoice are some of the things you might think about including.

Sincerely,

Your First name, Last name, and Title