March 11, 2014 (4x)

Mr./Mrs./Ms./Dr./Miss Ronald McDonald, CEO

McDonalds

1001 S. Barnes Street

Mason, MI 48854 (2x)

Dear Mr. McDonald (2x)

The standard letter has 3 paragraphs. The first is the **introduction** where you would introduce your topic or reasoning for writing. (2x)

The second paragraph is the **explanation** of the situation or an elaboration of the purpose. Note that all paragraphs in a BLOCK style format begin at the left margin and are ***not*** indented. The paragraphs themselves are ***single-spaced*** with a ***double-space in-between*** paragraphs. (2x)

Finally, the last paragraph wraps up the letter. It should include contact information where appropriate and follow-up action. The last paragraph is known simply as the **conclusion**. (2x)

Sincerely/Thank You/Best/Best Wishes/Yours Truly (4x)

Your Name

Enclosure

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