

Enter 2 inches down

September 4, 2018

Insert, Date, Check update automatically

Quadruple Space

A Million Thanks
17853 Santiago Blvd, #107-355
Villa Park, CA 92861

Letter Address (to person you are writing the letter to)

Dear Soldiers:

First Paragraph: Purpose of the letter ~ Thank soldier. 2 or more sentences.

Second Paragraph: Explain why you are thankful. 4 or more sentences.

Third Paragraph: Courteous closing, well wishes, 1-2 sentences

Double Space by Entering Twice between all other body parts

Sincerely,

Quadruple Space

Sign Here after you print

Amy Holtrop
123 Circle Drive
St. Louis, MO 63137

Your Return/Address

Font Business Conservative
Size 10-12

****Block Style {no INDENT} all paragraphs.***

****Main Parts of the Personal Business Letter:**

1. *Date*
2. *Return Address*
3. *Letter Address*
4. *Greeting*
5. *Closing*
6. *Signature Line*