<Month Day, Year>

<Name>

<Address>

<Address>

<City, ST Zip>

Dear <Name>:

This is the first paragraph of text in Georgia font 12 point. Using font size 11 can be considered if font size 12 will force the signature block to a second page.

The text of a one-page letter should generally be centered vertically on the page. Adjust the number of blank paragraphs between the header text and the date in order to accomplish this.

Most letters will fit on a single page. If additional pages are required, the additional pages can begin with a heading containing the name of the person receiving the letter and the page number.

Sincerely,

<Name>

<Title>