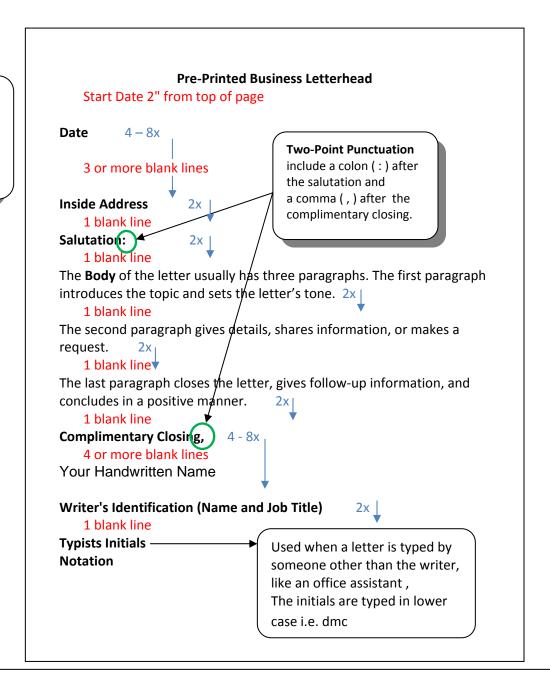
EXEMPLAR: BUSINESS LETTER FULL-BLOCK STYLE TWO-POINT PUNCTUATION

Full-Block Style Every line begins at

the left margin. This is the easiest and most commonly used letter style.



NOTATIONS give additional information to the reader; examples include:

- Enclosure—use if including a resume or event tickets
- CC: (Carbon Copy)—used when you are sending a copy to another recipient
- **BCC:** (Blind Carbon Copy) —used when the reader will not know that a copy is being set to others, include this notation on all copies *but* the original