# Full Block Format

**(2-6 spaces)**

XXXXXXXXXXXXXXX **(RETURN ADDRESS**)

XXXXXXXXXXXXXXX

XXXXXXXXXXXXXXX **(DATE)**

**(2 spaces)**

XXXXXXXXXXXXXXX **(EMPLOYER NAME AND ADDRESS)**

XXXXXXXXXXXXXXX

XXXXXXXXXXXXXXX

**(2 spaces)**

XXXXXXXXXXXXXXX: **(SALUTATION FOLLOWED BY COLON)**

 **(1 space)**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**(1 space)**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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**(1 space)**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**(1 space)**

XXXXXXXXXXXXXXX **(COMPLIMENTARY CLOSING)**

**(4-6 spaces for your signature)**

XXXXXXXXXXXXXXX **(SIGNATURE LINE)**

**(1 space)**

:XX **(TYPIST’S INITIALS, PRECEDED BY COLON)**

**(1 space)**

XXXXXXXXX **(ENCLOSURE LINE)**