



## Touch-of-a-Button Travel

394 Pleasant Voyage Way  
Potomac, MD 20854  
(301) 469-1234  
www.toab.com

**HEADING** includes:  
Writer's address  
City, State and Zip

August 6, 2000

**DATE**

Mr. P. Resident  
2837 Patriot Way  
Williamsburg, VA 05987

**INSIDE ADDRESS** includes:  
Title of person to whom the letter is going  
Address  
City, State and Zip

Dear Mr. Resident:

**SALUTATION** includes:  
Dear Madam, Sir or Gentleman, Ms. Chairperson, etc.

Type your letter here.

**BODY** includes:  
One or more paragraphs. Each starting on the left margin. **NO INDENTING OF PARAGRAPHS.** Skip spaces between paragraphs.

Sincerely,

**CLOSING** includes:  
Sincerely, Yours truly, or other appropriate word or phrase

Bill U. A. Trip

**SIGNATURE** includes:  
Handwritten first and last name

Bill U. A. Trip  
Travel Consultant

**PRINTED NAME** and **TITLE** is included under the signature.