

Roger McMahon
32598 Collins Way
Redmond, OR 97756
(541) 567-2546

Letterhead (sender's return address)

September 28,
2020

Spacing above and below the date can vary to make the text fit logically on the page, but there should be at least a little to separate it from both addresses.

Tina Blakely, Owner
Three Creeks Spa Service
12129 Lone Tree Place
Sisters, OR 97759

Inside address: the name, title, and address of the intended recipient.

Dear Ms. Blakely:

Use a formal title and last name in the greeting, unless you are close friends with the recipient. Follow the greeting with a colon.

Enclosed you will find my final report on team building for employees at Three Creeks Spa Service. I am excited to have you review my findings which include extensive research of strategies that have been successful for other organizations like Three Creeks. In my informal conversations with some of the other staff at Three Creeks, I know they are also excited to explore some of these team-building activities. If you have any questions about the content in this report, please don't hesitate to contact me either by phone at the phone number listed above or in person at the shop. I look forward to the opportunity to discuss this with you further.

Sincerely,

Roger McMahon

Roger McMahon
Three Creeks Spa Service Dispatcher

Line spacing: Leave one blank line after the address, the greeting, and each paragraph in the body.

After the complimentary closing, (Sincerely, Yours truly, etc.), leave four lines as space for a signature, then type the sender's full name and title on two lines as shown here.

Figure 15.2. Sample cover letter.¹

¹ Derived from: "Sample Cover Letter," in "Professional Communications," *Technical Writing*, by Allison Gross, Annemarie Hamlin, Billy Merck, Chris Rubio, Jodi Naas, Megan Savage, and Michele DeSilva, Open Oregon Educational Materials, n.d. <https://openoregon.pressbooks.pub/technicalwriting/>. Licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).