

Business Letter Format

Company, Inc.
123 Alphabet Drive
Los Angeles, California 90002

15 October 2016

Mr. John Doe
Customer Service Representative
Widgets Galore, Inc.
987 Widget Street
Miami, Florida 33111

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Sincerely,

Sam Brown
Vice President of Company, Inc.
555-555-5555
s.brown@companyinc.com

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