

859 Washington Avenue
Macon, GA 31210 →

Click Enter twice

February 6, 2017 →

Click Enter four times

Formatting Guidelines

- Times New Roman font style
- 12 point font size
- Single spaced (In the same paragraph tab where you change the spacing, make sure that you also change the spacing “after” box to 0 as it will be defaulted to 8.)

Commented [c1]: This is your address.

Mr. Mick Jagger
Lead Singer
56 Rolling Stone Way
Manhattan, NY 10345 →

Click Enter twice

Dear Mr. Jagger: →

Click Enter twice

Commented [c2]: This is the person to whom the letter is being sent.

Commented [c3]: Always use a name or title. Never use “To Whom it May Concern.”

XX
XX
XX

XXXXXXXXXX. →

Click Enter twice

Commented [c4]: First paragraph must have between two to four lines.

XX
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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. →

Click Enter twice

Commented [c5]: Middle paragraph must have between four to eight lines.

XX
XX
XX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. →

Click Enter twice

Commented [c6]: Last paragraph must have between two to four lines.

Sincerely, →

Click Enter four times

Ronald McDonald
Title

Enclosure →

Add this only if you are enclosing something.