

## Model Document: Full-Block Style Letter

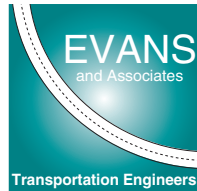
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Author uses company letterhead and full address heading.

Inside address includes recipient's full name, title and address.

Opening establishes a professional tone.

Appreciation expressed in closing helps create goodwill.



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May 15, 20--

Mr. George W. Nagel  
Director of Operations  
Boston Transit Authority  
57 West City Avenue  
Boston, MA 02210

Dear Mr. Nagel:

Enclosed is our final report evaluating the safety measures for the Boston Intercity Transit System.

We believe that the report covers the issues you raised and that it is self-explanatory. However, if you have any further questions, we would be happy to meet with you at your convenience.

We would also like to express our appreciation to Mr. L. K. Sullivan of your committee for his generous help during our trips to Boston.

Sincerely,

*Carolyn Brown*

Carolyn Brown, Ph.D.  
Director of Research

CB/lis  
bt515.doc  
Enclosure: Final Safety Report  
cc: ITS Safety Committee Members