123 Ms. Mallian Street

Morrisville, NC 25717

June 3, 2016

\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ Last Name

1519 Morrisville Parkway

Morrisville, NC 27560

Dear Mr. Matthews:

DO NOT INDENT YOUR FIRST PARAGRAPH SINCE YOU SKIPPED A LINE!

SKIP A LINE FOR EACH NEW PARGRAPH (BUSINESS LETTER FORMAT). DO NOT INDENT!

SKIP A LINE FOR EACH NEW PARGRAPH (BUSINESS LETTER FORMAT). DO NOT INDENT!

SKIP A LINE FOR EACH NEW PARGRAPH (BUSINESS LETTER FORMAT). DO NOT INDENT!

SKIP A LINE FOR EACH NEW PARGRAPH (BUSINESS LETTER FORMAT). DO NOT INDENT!

Sincerely,

Melissa Mallian

**Bibliography**

“Things to Do: Raleigh, N.C., Entertainment.” Visit Raleigh. May 2016.

“Things to Do: Raleigh, N.C., Museums.” Visit Raleigh. May 2016.

**\*\*\*BIBLIOGRAPHY SHOULD BE ON A NEW PAGE!**