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Full-Block

2"

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May 14, 2013

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

1" or 1 1/4" 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 in our last meeting and that you will be pleased with the results. However, if you have any further questions, we would be happy to meet with you again at your convenience.

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

Sincerely,

4 lines

Carolyn Brown, Ph.D.
 Director of Research
 cbrown@evans.com

2 lines

Handwritten signature followed by signature block

CB/ls
 Enclosure: Final Safety Report
 cc: ITS Safety Committee Members

Letterhead

Inside address aligned with left margin

Salutation

Single-space within paragraphs

Double-space between paragraphs

1" or 1 1/4"

Complimentary close is flush left

End notations

Figure 8-10 Format for a Letter (Full-Block Style) with Letterhead



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