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Full-block

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Letterhead

3 lines

May 14, 2013

2-6 lines

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

2 lines

1" or 1 1/4"  
Dear Mr. Nagel:

2 lines

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.

2 lines

Sincerely,

*Carolyn Brown*

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

4 lines  
Handwritten signature  
followed by signature  
block

1" or 1 1/4"

Complimentary  
close is flush left

2 lines

CB/ls

Enclosure: Final Safety Report  
cc: ITS Safety Committee Members

End notations

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



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