Chris Turner

910 Sandy Lane

Sarasota, FL 79567

November 14, 2001

Terry Jones CPA

Attn: Mr. Jeff Smith

1640 45th Street

Munster, IN 46321

Dear Mr. Smith:

It was a pleasure meeting you and thanks for sharing part of your busy schedule with me. Enclosed please find a copy of my transcript, which you requested. I strongly feel my ambition and desire to excel match well with your expectation of a staff accountant with your firm. I look forward to talking with you in a greater detail in the near future.

This paragraph will be a hanging indent. It will have an indent from the left hand side that will be 1”. Hanging indents look a little funny.

This paragraph will have a right and left indent. Both sides will be indented 1.5”. This is how you are supposed to do “quotes” when you are writing a paper. It almost looks like you have changed the left and right margins, which is really what you have done.

Sincerely,

(your name)