

Date	<div style="border: 1px solid black; padding: 5px; margin-bottom: 20px; text-align: center;"> Stamp in map colors </div> Name of Addressee <hr/> House # and Street Name <hr/> Town, ST <hr/> Zip Code <hr/>
Salutation,	
Message begins with an indention and then continues at	
the margin on the lines that follow.	
Closing (line up w/date),	
Student Name Last Initial	