

## Business Letter in Full Block Style

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# LatinoVoice

March 16, 2009  ————— Date

Jonathan Ross  
Managing Editor  
*Latino World Today*  
2971 East Oak Avenue  
Baltimore, MD 21201  ————— Inside address

Dear Mr. Ross:  ————— Salutation

Thank you very much for taking the time yesterday to speak to the University of Maryland's Latino Club. A number of students have told me that they enjoyed your presentation and found your job search suggestions to be extremely helpful.

As I mentioned to you when we first scheduled your appearance, the club publishes a monthly newsletter, *Latino Voice*. Our purpose is to share up-to-date information and expert advice with members of the university's Latino population. Considering how much students benefited from your talk, I would like to publish excerpts from it in our newsletter.

Body

I have taken the liberty of transcribing parts of your presentation and organizing them into a question-and-answer format for our readers. When you have a moment, would you mind looking through the enclosed article and letting me know if I may have your permission to print it? I would be happy, of course, to make any changes or corrections that you request. I'm hoping to include this article in our next newsletter, so I would need your response by April 4.

Once again, Mr. Ross, thank you for sharing your experiences with us. You gave an informative and entertaining speech, and I would love to be able to share it with the students who couldn't hear it in person.

Sincerely,  ————— Close



Jeffrey Richardson  
Associate Editor  ————— Signature

Enc.

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