

St. Hilary School  
645 Moorfield Road  
Fairlawn, OH 44333  
May 10, 2010

(one space here)

Mr. John Makinson  
Penguin Group (USA) Inc.  
Academic Marketing Department  
375 Hudson Street  
New York, NY 10014-3657

(one space here)

Dear Mr. Makinson:

(one space here)

I am writing an introduction paragraph here with a thesis statement. The thesis statement goes something like this. I enjoy your product Roll of Thunder, Hear my Cry because it is an interesting book, it is socially significant, and it is a quick read.

(one space here)

Next, I skip a line and begin a new paragraph on one of the reasons I like or don't like a product. In my letter, this is where I would write a paragraph with a topic sentence and a concluding sentence based on the reasons why I think Roll of Thunder ... is an interesting book.

(one space here)

Again, I skip a line and start my second paragraph about the second reason I like or don't like a product. Remember, because this is the BLOCK format, all paragraphs should NOT be indented.

(one space here)

Also, I don't indent here. I am starting my last paragraph about the last reason why I like or don't like a product. Also, notice that this entire letter is single spaced but there are extra spaces between the paragraphs and some other places.

(one space here)

Finally, the last paragraph of my letter will be a conclusion paragraph summarizing the reasons I do or do not like the product that I am discussing. The introduction and the conclusion paragraphs should be at least 4 sentences in length. The 3 body paragraphs should be 7-9 sentences in length.

(one space here)

Yours truly,

(three of four spaces here to allow for signature)

Anna E. Peko