

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

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

Dear Mr. Makinson:

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.

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.

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.

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.

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.

Yours truly,

Anna E. Peko