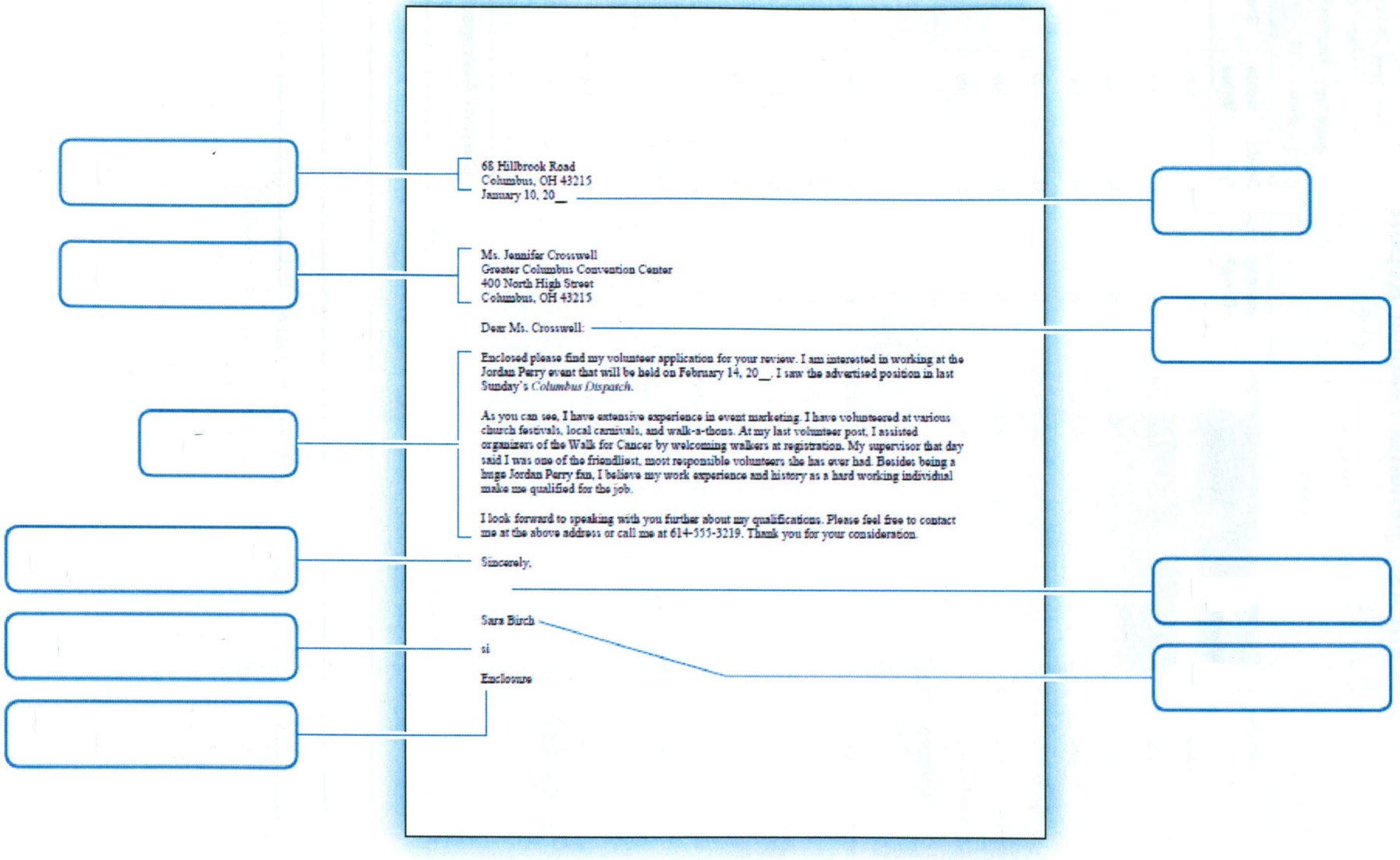

Sample of a Block Style Business Letter