

<p>Writer's address</p>	<p>→</p>	<p>1700 Elm Street Willowdale, ON M3C 6P3</p>
<p>Date</p>	<p>→</p>	<p>August 21, 20XX</p>
<p>Name and address of recipient</p>	<p>→</p>	<p>Ms. Janice Rosen Director of Archives, Canadian Jewish Congress 1590 Avenue Docteur Penfield Montreal, QC H3G 1C5</p>
<p>Salutation followed by colon</p>	<p>→</p>	<p>Dear Ms. Rosen:</p>
<p>Each paragraph begins at left margin with no indent</p>	<p>→</p>	<p>I recently started tracing my family tree and have found that one of my great-great-uncles settled in Quebec. The Jewish Genealogical Society suggested that I write to you as a possible source of information.</p>
<p>Single-spaced except between paragraphs; one line space between paragraphs</p>	<p>→</p>	<p>My great-great-uncle's name was Samuel Joseph Schwartz. He was born in Cambridge, Massachusetts (date unknown) and died in Montreal on August 24, 1945. His father's name was William A. Schwartz, and his mother's name was Annie Sheaffer.</p>
<p>Closing followed by comma</p>	<p>→</p>	<p>I would appreciate any help you could give me, either regarding my uncle or regarding other sources of information. If there is a fee involved, please let me know in advance.</p>
<p>Space for signature</p>	<p>→</p>	<p>Thank you for your help. I have enclosed a self-addressed, stamped envelope for your reply.</p>
<p>Full name of sender</p>	<p>→</p>	<p>Yours sincerely, <i>Simon Frank</i></p>
<p>Indicates that some other material (e.g., an envelope) accompanies the letter</p>	<p>→</p>	<p>Simon Frank</p>
		<p>enclosure</p>