



Old Navy Inc Corporate Office & Headquarters
2 Folsom St. San Francisco CA 94105 (415) 555-1212

September 19, 2013

Mr. John Smith
NCAA
1234 Main St
Wilmington, DE 54321

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Lorem ipsum dolor.
Chief Executive Officer
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(415) 555-1212 W
(415) 555-1214 M
LoremipsumDolor@oldnavy.com

CC: A. Miftari, COO



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I found this exercise to be fun because I have enjoyed designing a business letter from an aesthetic point of view while also being mindful of breaking it up into sections with headings in order to make it look readable and not imposing to the intended party or parties.

What I found to be most trivial or where I was a little undecided was how to put the senders address and information since I listed the information in the header.