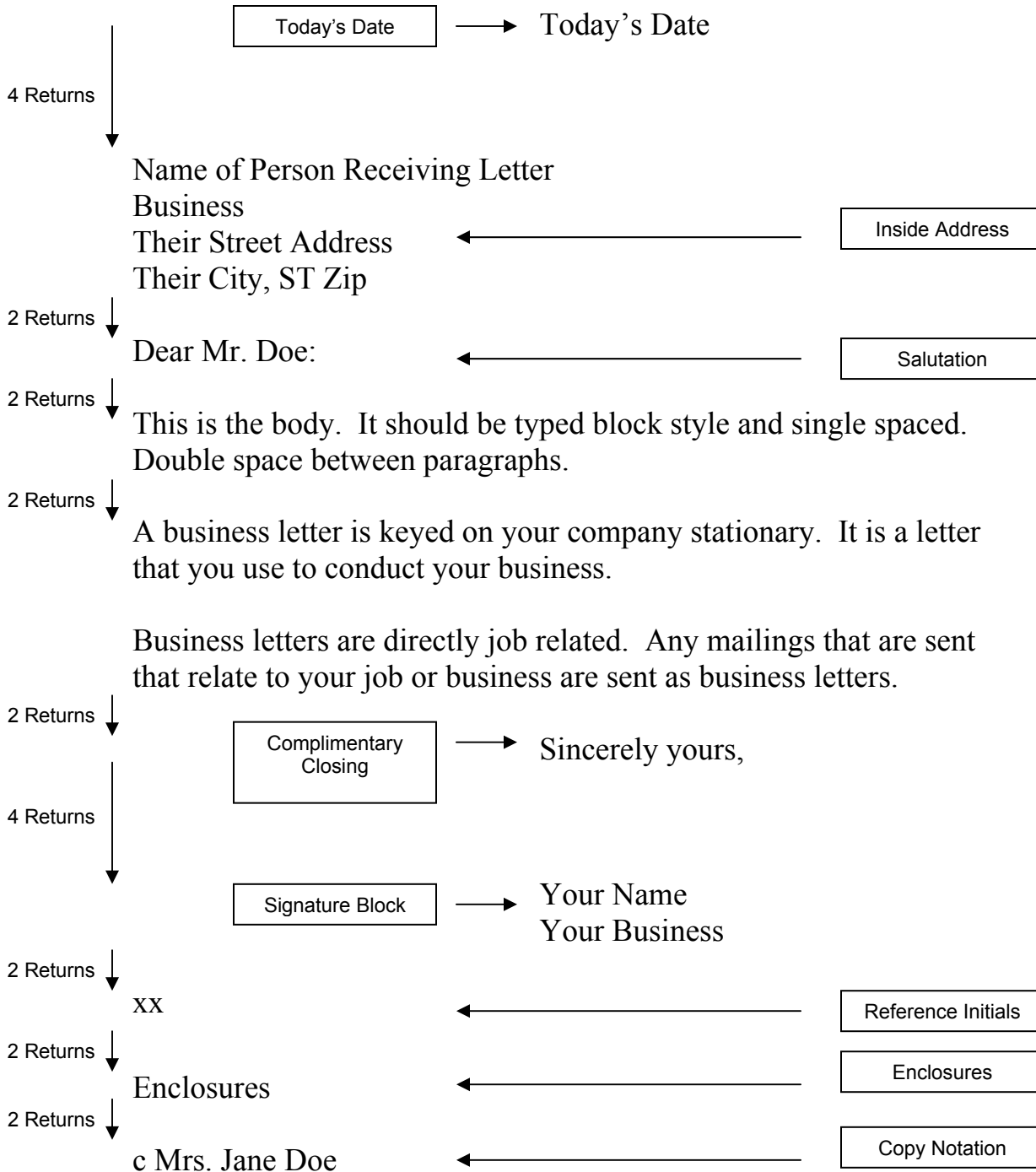




**MARGINS**

Top 2.0 inch  
Side 1.5 inch  
Bottom 1.0 inch  
Tab 3.0 inch



**BUSINESS LETTER**  
(Modified Style with Closed Punctuation)