

**Exhibit 3.1—The Common Components of a Business Letter**

**[Letterhead]**      **Century 21 Computer Systems**  
120 East 1700 South, Provo, UT 84601      Fax: 801-222-0577      Email: c21cs@aol.com

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*[Double space between the letterhead and the date for a letter longer than one page. For a one-page letter, the space between the letterhead and the date should equal the space from the last typed information on the page to the bottom of the page (vertical centering)]*

June 5; 20xx      **[Date line]**

*[vertical spacing=quadruple space=three blank lines]*

Ms. Wendy R. Taylor      **[Inside address]**  
475 East 900 South  
Salt Lake City, UT 84111

*[double space=one blank line]*

Dear Ms. Taylor:      **[Salutation followed by body]**

*[double space]*

**Subject: Your Application for a Sales Position with CCS**      **[Subject line]**

*[double space]*

Thank you for sending your resume and request for a sales position in Utah Valley with Century 21 Computer Systems (CCS).

*[double space between each paragraph]*

Currently, no openings are available in Utah Valley, but we do need a sales representative in the Ogden area. The person who is hired for this position will be responsible for the supervision of all sales in northern Utah, including Ogden and the surrounding area, Brigham City, and Logan. If you want to be considered for this position, please complete the enclosed application and return it to me.

When we receive your application, it will be filed with your resume. Applicants will be interviewed for the position on June 21 and 22. When you return your application, please let me know whether you prefer to meet with me at 3 p.m. on June 21 or June 22.

I look forward to hearing from you.

*[double space]*

Sincerely yours,      **[Complimentary closing]**

*[quadruple space]*

Thaddeus R. Fullmer      **[Signature line]**  
Sales Manager

*[double space]*

heb      **[Reference initials]**

Enclosure: Application Form      **[Enclosure notation]**

Copy: Dale Workman      **[Copy notation]**