LETTER PRACTICE

1. Follow the letter formats and guidelines to produce the letters described below.
2. Use your letterhead.
3. Include this footer: *Your Name Document Formatting Letter Practice*
4. When you see a “/”, this means some type of formatting feature is needed like a double-space, single-space, tab, etc. Refer to the letter formats.

TASK ONE: Create a **full block letter with mixed punctuation**.

Current Date/Cindy Derr/45 Vine Street/Atlanta, GA 30314/Salutation/Body text (see below)/Complimentary Close/Gina Holiday/Executive Director/reference initials and Enclosure or Copy notation if needed. In your Document Formatting folder save this assignment as: *Task One*. **Print a final copy and staple the *Task Two* printout to the back and turn it in.** **REMINDER:** Do not include “/” when typing the letter. Some type of formatting feature is necessary at these points.

*Body text of task one letter:*

Your friend, Josephine Buckman, who is a member of the Sundance Spa, has referred your name to receive a one-month free membership pass. This special pass is offered to friends of our special members. Enclosed please find the special Sundance Spa membership pass. You must register within three months from the date of this letter to take advantage of our special offer. Choose from any one of our four Sundance Spa convenient locations. We look forward to seeing you soon!

TASK TWO: Create a **modified block letter with open punctuation**.

Current Date/Edward Kitashiro/Home Designs/1605 Hillsborough Street/Raleigh, NC 27605/Salutation/Body text (see below)/Complimentary Close/Gerri C. Worth/Sales Director/reference initials and Enclosure or Copy notation if needed. In your Document Formatting folder save this assignment as: Task Two. **Print the final copy and staple it to the back of *Task One*; then, turn it in.**

*Body text of task two letter:*

Some observations seem appropriate now that the laying of wire for phase I of the Willow Park site is being finalized. It is my understanding that a high percentage of Willow Park residents will likely be first-time home buyers. Cost will be an important criterion, but on the basis of our previous experience, other factors should be considered. Our model homes should reflect today’s informal life-style. The use of a great room rather than both a family and living room is one way to reduce costs. Enclosed you will find a schedule of dates showing when work is to be completed for phases I, II, III, and IV. I shall be happy to meet with you to discuss these concerns.