

## Create a Business Letter

### Directions:

1. *Key the following letter in block style with open punctuation.*
2. *Use 1" side and bottom margins.*
3. *Begin the date 2" from the top of the page.*
4. *Use the auto number feature for the paragraph that includes the listed items.*
5. *Proofread, Spell Check, and set a header with your name, date, and class.*
6. *Save the letter as **Activity D402-12** on a USB drive.*
7. *Using a Tablet PC, access the USB drive and open **Activity D402-12**.*
8. *Use a word processing program to change the letter to modified block style with mixed punctuation.*
9. *Save the letter as **Activity D402-12a**.*
10. *Send both letters to the teacher as attachments in an E-mail. Use an appropriate subject.*

Use Current Date

McKenzie Supplies  
1062 Southern Avenue  
Fayetteville, NC 28302

Dear Mrs. McKenzie

On February 14, the Student Council is sponsoring a Valentine's Dance to raise money for the Senior Class. As a member of the Student Advisory Committee, you indicated an interest in providing assistance throughout the year for our school projects, and we need your help in making this event a success.

We need the following items: Valentine Hearts, Candles, Tablecloths, and Streamers. Please look in your storage room and determine if you can assist us in any of these items. We will be glad to pick these up at your convenience.

As always, thank you for your support, and we will look forward to hearing from you soon.

Sincerely yours

Jan Johnson  
Senior Class President

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### Word Processing

Use word processing software with alternative input devices.