

## Create a Business Letter

### Directions:

1. *Create your own personal stationery. Include a logo or emblem as well as your contact information (name, address, phone number, and E-mail address). Create your own logo or emblem in Paint, with the drawing toolbar, or with WordArt. Be creative.*
2. *Write a letter to your principal that will address a personal concern and possible solution (ex: tutoring sessions, longer lunches, etc).*
3. *Key the letter using block style and mixed punctuation.*
4. *Use 2" side margins.*
5. *Begin the date 2" from the top of the page. Use the current date.*
6. *Proofread and Spell Check.*
7. *Save the letter as **Activity D402-13**. Email the letter to your teacher as an attachment.*

### Word Processing

Use word processing software with alternative input devices.