Computers 8/9 ~Exercise 5

Ms. Toombs

Formal Letter Exercise.

Learning Objective:

* I can create a formal letter by including a letterhead.

Directions:

* Open your letterhead
* Hit save as and rename *Company Formal Letter* and save in your Computers 8/9 folder.
* Type the letter below following these instructions:
  + Insert/Type the date
  + Ms. Robinson’s name and address are single spaced
  + Underline the words “confirmation” and 9pm.
  + Bold the words “no cost,” “November 25,” “The Waddling Dog Inn,” and “Cappy’s Capers”
  + Put approximately 4 blank lines after “Warmest Regards” to allow for a signature
  + Your first and last name are typed at the bottom.
  + Resave your letter and submit to your teacher.

Your Letterhead goes here

(Current Date)

Ms. Wendy Robinson

1234 Main Street Single Spaced

Winnipeg Manitoba,

R2C 4Z2

Dear Ms. Robinson,

This letter is a confirmation of your request for a ticket to the Fireman’s Ball. Our Corporation is happy to provide the ticket to you at no cost.

As you will note from the tickets, the ball is being held November 25th, 2016 at the Waddling Duck Inn and will begin promptly begin at 9 a.m. The famous band, “Cappy’s Capers,” will provide an entertaining evening of dancing and comedy.

Thank you for allowing our company to be of service to you.

Warmest Regards,

(Your Name)