

Business Letter Practice Assignments

Type the following two letters as shown, changing your initials as indicated by the arrow, and changing the footer to have your name and period.

The next two letters need to be formatted like the first two letters. You may use the same header, or use no header. You should still include your initials, and your name and period in the footer.

American Office Institute
3111 Center Court Lane, Antelope, CA 95843

October 21, 2005

Mr. Ian T. Jones, Office Manager
Modern Office Systems, Inc.
1045 Michigan Avenue, N.
Chicago, IL 60611-2846

Dear Mr. Jones

The block format in which this letter is arranged has grown rapidly in popularity for business and personal letters.

Users of personal computers, word processors, and typewriters prefer block format because no tab stop settings or indenting motions are required. The result is greater efficiency. In addition, block styles avoids the errors that occur in other formats when operators forget to indent certain letter parts.

Changes are being made in document formats and placement to simplify the use of modern office machines and to make people more productive. The growing use of block format is just one of many such changes. Some of the other changes are described in the enclosed pamphlet.

Sincerely yours

Dale Marshall
Document Production Manager

Mhm ←=====Put your initials here

Enclosures

Myers Period 1 ←=====Put your name and period here

Saturn Computer Company
3111 Center Court Lane, Antelope, CA 95843

October 21, 2005

Ms. Phyllis Feldman
Camelback Vocational School
6200 Mariposa, W
Phoenix, AZ 85033-2266

Dear Ms. Feldman

If I were to name just two reasons why you should choose the Saturn personal computer for use in your school, I would say its standard keyboard and user-friendly controls.

A standard keyboard is vital for keyboarding skill to transfer readily from the keyboard used in school to the one most likely to be used on the job. A keyboard on which familiar keys are located in nonstandard places should be avoided.

A key used to make a computer perform a special function should be labeled to suggest the function it generates. Keys labeled with letters or combinations of letters that identify their functions are easier for a user to remember than keys labeled F1, F2, etc. Thus, they are user-friendly.

These features, along with a large selection of classroom-tested software, are critical in computer selection.

Cordially yours

Ellis D. Strong, Ph.D.
Educational Services Staff

Mhm ←=====Put your initials here

Myers Period 1 ←=====Put your name and period here

Type the following two letters using the block format that we have been using. Everything should be exactly as in the last two letter: flush left, no indentation, single spaced, with a blank line between paragraphs and 3 blank lines above the sender's name where a signature would go (do not sign it). Put your name in the footer. You may center the header to look like a letterhead.

November 12, 19-- | Mr. Julio M. Perez | 3849 Canterbury Road
Baltimore, MD 21218-3365 | Dear Mr. Perez |

Congratulations! You are now the sole owner of the car you financed through our bank. We also want to say thank you for choosing us to serve your credit needs.

The original Certificate of Title and your Installment Loan Contract marked "Paid in Full" are enclosed. These papers are evidence that you have fulfilled all the obligations of your automobile loan. File the papers in a safe place with your other important records.

The promptness with which you made all monthly payments gives you a preferred credit rating at our bank. Please let us know when we may be of service to you again.

**Cordially yours | Ms. Jennifer Lindgren | Automobile Loan
Department | hq | Enclosures**

November 12, 19-- | Mrs. Gwendolyn Quade | 7257 Charles Plaza |
Omaha, NE 68114-3219 | Dear Mrs. Quade |

In these days of computers and other fancy office equipment, the personal and friendly contact with people is sometimes overlooked. We want you to know how much we appreciate your past orders and this new opportunity to serve you.

The enclosed acknowledgment lists the four items you ordered a few days ago. As in the past, we will carefully follow your instructions for processing and shipping.

Although we appreciate receiving payment with an order, we want to remind you that prepayment is not required. If you prefer, you may simply enter your personal account number on the order form, and we will send a bill later. Your account number appears on your catalog address label.

**Cordially yours | Ms. Juanita Miguel, Manager | Mail Order
Department | jb | Enclosure**