

Create and Format a Personal Business Letter

You need to write to an organization to request information. You create a personal business letter asking the CommunityPark™ Organization for information about forming a local division.

Directions:

1. *Open* the data file **Personal_Business_Letter**. You will see the text shown at the right.
2. *Save as* or *Duplicate* and change the location of the file to your network drive.
3. Set the letters **top margin** to 2" and the **left and right margins** to 1".
4. Key your address and your city, state, and zip code where you see them at the right.
5. Delete [Current Date] and insert the current date.
6. Key the inside address as shown at the right. Insert the ™ symbol as shown.
7. Key your name as shown in the closing.
8. Format the letter as shown using block style format. Be sure you have correctly spaced items in the letter.
9. Check your document for spelling and grammar.
10. Select "destroyed" in the second paragraph. Use the **thesaurus** to find an appropriate synonym to replace it.
11. Use the **replace** feature to find the word "section" and replace it with "division".
12. Your letter should look similar to the letter at the right.
13. Save and print your document.

[Your Address]
[Your City, State Zip]
[Current Date]

CommunityPark™ Organization
17 Maple Street
Beau Reve, LA 71722

To Whom It May Concern:

While looking at your Web site, I read about your program dedicated to renewing local parks. I was very impressed by how many communities your program has helped! It is amazing how having a good local park can bring a community together.

We need to plant trees, repaint benches, and organize volunteers to help clean up the area. Many of the trees in our local park have been destroyed by recent storms. I am very interested in forming a local division of your program.

Please send information about how to become a division leader in your program. If possible, I would also like to know how I can contact other division leaders in my state. Send all correspondence to the above address.

Sincerely,

[Your Name]