

Your Name

1234 Your Address Road
Your City, MI 48617
123-156-1234

Instructions: Create your own
personal letterhead similar to the
above letterhead
To make line – Insert >> Shapes >>
find line

Date (Today's date in text format – not like 10/10/11)

←=====3 Blank Lines (QS)

Mrs. Jann Cleary
Clare High School
306 Schoolcrest
Clare, MI 48617

←=====1 Blank Line (DS)

Dear Mrs. Cleary

←=====1 Blank Line (DS)

Tell me when Bartering Bonanza is (November 21, 2013) and how excited you are about attending your first Bartering Bonanza. First Paragraph First Paragraph First Paragraph First Paragraph First Paragraph First Paragraph First Paragraph First Paragraph First Paragraph First Paragraph

←=====1 Blank Line (DS)

Tell me what your project is, what your company name is and who your partner is. Also, what are your goals for selling your items. Second Paragraph Second Paragraph Second Paragraph Second Paragraph Second Paragraph Second Paragraph Second Paragraph Second Paragraph Second Paragraph Second Paragraph

←=====1 Blank Line (DS)

In this closing paragraph, remind me to attend the Bartering Bonanza and to stop by your booth to purchase your item. Paragraph Third Paragraph Third Paragraph Third Paragraph Third Paragraph Third Paragraph Third Paragraph Third Paragraph Third Paragraph Third Paragraph

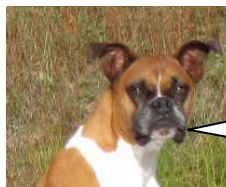
←=====1 Blank Line(DS)

Sincerely

←=====3 blank lines (Provides room to sign your name.)

Type your name

←=====1 Blank Line



Run spell check and please make sure your letter is single spaced!!!!

Not 1.15 spacing