Exercise 2-1 Parts of a Letter Assignment *(Block Formatted, Aligned to Left Margin)*

Instructions

1. Open MS Word, type the letter below using **Non-Printing Characters (Show/Hide button** ¶ **)** to make sure you have the proper number of spaces between lines. Use Times New Roman or Arial, Size 12 font.

2. Replace my name with **your name** where you see it**.**

3. Press the Enter key the number of times as listed when you see it to create spaces between lines (2X, 3X, 4X)

4. After typing, be sure to center your letter vertically (top to bottom) on the page.

5. Take note of the Parts of the Letter in Text Boxes on the right side. Compare to the KEY provided.

6. Save as EX2-1 "Thank you Letter" and upload to Google Classroom.

Begin here:

- **Set Margins to 1" all around:** Click on Page Layout Tab > Margins >
- **Change Line Spacing to 1.0**: Click on Home Tab > Paragraph Group > Line and Paragraph Spacing > Click on 1.0 > Click on "Remove Space After Paragraph".

Press Enter: 4X

Stephen Rocco, Manager
Yolanda's Fine Foods
127 Whippo Lane
Butler, PA 16001-7896
Press Enter: 3X

> ***Heading or writer of the letter -** This will be replaced by a Letterhead using a Header later.

January 9, 2011
Press Enter: 3X

> ***Date -** Written out as shown.

Mrs. Kristine LeBon
17 North Main St.
Reedsburg, GA 04459-2233

> ***Inside Address -** recipient or addressee of the letter *(see Tip #1 below)*

Dear Mrs. LeBon,

> ***Salutation or Greeting –** Title and Last Name (Mr., Ms., Mrs.)

I am writing to thank you for your recent business. We are always appreciative of repeat business and you have used our services many times.

As you are aware, at Yolanda's we pride ourselves on serving quality food using impressive presentation techniques to ensure we continue to meet the high expectations of our customers. We are asking you to complete the attached short survey and return it to us in the enclosed envelope.

We look forward to serving you again in the near future.

> ***Body –** Paragraphs Double spaced (2X), Left Aligned

Sincerely,
Press Enter: 3X

> ***Complimentary Closing** – "Sincerely," "Very truly yours," "Respectfully, " *see Tip #2 below*

Stephen Rocco

Stephen Rocco

> ***Signature and Title** – Sign your name in the Space provided above. Example shown.

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Manager

NOTE: In some cases you might add the following after the "Signature and Title":

- **Reference Initials:** identify the sender and the preparer
  - Press Enter 2X: **SJR:jj** (First initials are the sender : 2nd are the preparer)
- **Enclosures (number):** is typed when you enclose other documents with the letter
  - Press Enter 2X: **Enclosure:** or **Enclosures:** *(Number)*
- **CC: Type names of other recipients**
  - Press Enter 2X: **CC: Name**
    Name
    Name

Tip #1 – Inside Address or Recipient:

Personal Letter	Business Letter
Type Recipient name & address as shown below.	Type Recipient name & address as shown below.
Non-Printing Characters visible ¶ Title·First·Name·Last·Name¶ Street·Address¶ City,·State··Zip¶	¶ Title·First·Name·Last·Name,·Position¶ Organization·Name¶ Street·Address¶ City,·State··Zip¶

Tip #2 – Complimentary Closings

Letter Closing Examples

How to End a Letter

Simplest, most useful:
- Sincerely
- Regards
- Yours truly
- Yours sincerely

Slightly more personal:
- Best regards
- Cordially
- Yours respectfully

More personal (only use when appropriate to the letter's content):
- Warm regards
- Best wishes
- With appreciation

Letter closings to avoid:
- Always
- Cheers
- Love
- Take Care
- XOXO

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[Parts of a Business Letter](#)

[Types of Business Letters](#)

[Letterhead Examples](#)