Business Letter w/out Letterhead: Mixed Punctuation

**Directions:**

Insert a header with your name, class period, and date. Type a business letter with mixed punctuation. Use the information shown below. Please spell check your document before uploading.

**Formatting:**

* 1.0 line spacing/Remove Space After Paragraph
* Times New Roman/ 12 point font
* 2 inch top margin

**Return Address:**

207 Brainard Road

Hartford, CT 06114

**Date:**

Today’s Date

**Letter Address:**

Mr. Justin Alaron

Brighton Life Insurance Co.

1234 Insurance Way

Milldale, CT 06467

**Salutation:**

Dear Mr. Alaron:

**Body:**

Your job in an actuarial science is of great interest to me. I am a student at Milldale School and participate in the Shadow Experience Program (SEP). I learned about actuarial science while researching jobs related to mathematics. Math is my favorite subject, and I have done very well in all of my math classes. Math appears to be one of my strengths.

SEP encourages students to shadow a person who is working in a career field they are exploring. I would like to shadow you for one or two days so that I can learn more about what an actuary does. A brochure with more information about SEP is enclosed.

I can arrange to be with you at your office for one or two days during the coming month. Please send your written response to me so that I can present it to Ms. Michelle Kish, the SEP coordinator.

**Complimentary Close:**

Sincerely,

**Writer’s Name:**

Ms. Valerie Lopez

**Enclosure:**

Brochure

**Save as:**

mixedpunctuation.lastname

Upload to Moodle under “Upload mixedpunctuation.lastname here!!”