Business Letter w/out Letterhead: Open Punctuation

**Directions:**

Insert a header with your name, class period, and date. Type a business letter with open 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:**

8503 Kirby Dr.

Houston, TX 77054

**Date:**

Today’s Date

**Letter Address:**

Ms. Jenna St. John, Personal Director

Regency Company

219 W. Greene Road

Houston, TX 77067

**Salutation:**

Dear Ms. St. John

**Body:**

Ms. Anne D. Salgado, my teacher, told me about your company’s Computer Learn Program. She speaks very highly of your company and the computer program. She thinks I would benefit greatly by taking this course. After learning more about the program, I agree that the course would help me.

I am in the seventh grade at Taft School. I have completed a computer applications course. I learned to use spreadsheets in word processing reports. I also have taken a programming course. It introduced me to Visual Basic and HTML. I developed and maintain a website for my baseball team. A copy of my last grade report is enclosed.

I would like to visit you to talk more about the summer program. Please call me at (713) 555-0121 or e-mail me at [dougr@suresend.com](mailto:dougr@suresend.com) to suggest a meeting date. I can meet with you any day after school.

**Complimentary Close:**

Sincerely

**Writer’s Name:**

Douglas H. Ruckert

**Enclosure:**

Grade Report

**Save as:**

openpunctuation.lastname

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