

Business Letter Demo [Compatibility Mode] - Microsoft Word

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Print Layout Full Screen Reading Web Layout Outline Draft Document Views

Ruler Document Map Gridlines Thumbnails Message Bar Show/Hide

Zoom 100% One Page Two Pages Page Width

New Window View Side by Side Arrange All Synchronous Scrolling Split Reset Window Position Window

Switch Windows Macros

Return Address

No name  
1942 Falcon Road  
Marston, IL 29803  
September 3, 200?

3

Inside Address

Mr. Roger L. Murray, Director  
Vocational Education Center  
2836 Silver Oaks Way  
Spring Valley, CA 90012-1789

Salutation

Dear Mr. Murray: : or ,

Subject Line

Subject: Employee Training

(Recipient's Address)

Subject: or RE:

A copy of the training DVD "Are You Listening?" is on its way to you by Intercity Parcel Service. You should have ample time to plan your program around it.

Listening is one of the most important, yet one of the least developed, skills needed by everyone. In the world of work, many people spend much

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Enclosed is a list of pamphlets and training packets that we offer at nominal cost. You might find these useful as well.

Sincerely yours, Cordially yours,

Name, Title Kathy Simms, Manager  
Department Educational Media Division

Enclosure - If additional items are included with the letter

Typists' initials sm ← lowercase, no punctuation

Body

Intro - Why are you writing?

Details

Enclosures How to contact you

Complimentary Closing

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Paste Font Paragraph Styles Editing

Clipboard Font Paragraph Styles Editing

Modified Block center

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September 3, 2007

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Kathy Simms, Manager  
Educational Media Division

Enclosure

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Paragraphs Indented

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