

WP Exercise 2

Instructions:

1. Open your letterhead
2. Immediately resave (Save As) *WPexer2 yourname*
3. Type the letter below following these instructions
 - a. Centre the words “ (your name) Corporation”
 - b. Insert the date (do not just type it in)
 - c. Ms. Richardson’s name and address are single spaced
 - d. Underlined the words “confirmation” and “9 p.m. “
 - e. Bold the words “no cost”, “November 25th”, “Norseman Inn” and “Cappy’s Capers”
 - f. Put approx 4 blank lines after “Warmest regards” to allow space for a signature
 - g. Your first and last name are typed at the bottom
 - h. Resave letter and submit to your teacher

YOUR LETTERHEAD GOES HERE

(your name) Corporation

(current date)

Ms. Patsy Richardson
123 Main St.
Winnipeg, Manitoba
R2B 5F2

} *Single Spaced*

Dear Ms Richardson

This letter is a confirmation of your request for a ticket to the Annual Fireman’s Ball. Our corporation is happy to provide the ticket to you at no cost.

As you will note from the tickets, the Ball is being held November 25th at the Norseman Inn and will begin promptly at 9 p.m. The famous band, Cappy’s Capers, will provide an entertaining evening of dancing and comedy.

Thank you for allowing our company to be of service to you.

Warmest Regards

(Your name)