YOUR ASSIGNMENT titled: Period\_Lastname\_Firstname\_BlockLetter

Please type a personal block letter to the company of your choice:

1. Include the address—try to find the headquarter address, not just the local address
2. Write 3-5 paragraphs
3. Print it, and Sign it
4. Put the letter on my desk
5. Drop the letter to me (ajudson - password)

Below is an example. Do not just copy and paste. Use your own words

Mrs. Alex Judson (THIS IS YOUR NAME AND ADDRESS)

2275 W. 300 N.

Lehi, UT 84043

September 27, 2013 (THE DATE)

(Quadruple Space---Shift + Enter 4 times)

Ms. Jenna St. John

219 West Greene Road. (THIS IS THEIR NAME AND ADDRESS)

Houston, TX 77067-4219

Dear Ms. St. John

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 have also taken a programming course. It introduced me to Visual Basic and HTML. I developed and maintain a Web site 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 telephone me at (713) 196-0421 or email me at [dougr@suresend.com](mailto:dougr@suresend.com) to suggest a meeting date. I can meet with you any day after school. Thank you.

Sincerely

(Quadruple Space---Shift + Enter 4 times)

Mrs. Alex Judson