James and Company
123 Elliot St. NW
Seattle, WA 98654

¶

April 12, 2011

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Marcia Renolds
Governor Hotel
15786 S. Mar Drive
Olympia, WA 98687

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Dear Ms. Renolds:

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It was a pleasure speaking to you on the phone last week. I would like to confirm our company's employee training session at your convention site for August 21 through 24, 2012. In addition to the lunches we discussed we will need the following items:
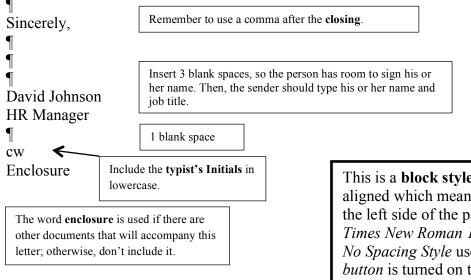
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Wireless Internet connection login
Podium
In Focus or projection system to be connected to our own computer

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I will enclose a spec-list needed for the projection system to ensure that it will coordinate with our computer.

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Thank you for your attention to this, and I look forward to working with you over the next several months to make this a successful event for our company.

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Sincerely,

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David Johnson
HR Manager

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cw

Enclosure

Annotation boxes:

- When there is no letterhead, the return information/address goes here.
- Include 1 blank space and then the **date.**
- Insert 2-3 blank spaces and then the **inside address.**
- Insert 1 blank space and then the **salutation**. After the salutation, you can use either a comma or a colon although many businesses prefer a colon.
- Remember to use a comma after the **closing**.
- Insert 3 blank spaces, so the person has room to sign his or her name. Then, the sender should type his or her name and job title.
- 1 blank space
- Include the **typist's Initials** in lowercase.
- The word **enclosure** is used if there are other documents that will accompany this letter; otherwise, don't include it.
- This is a **block style letter**. Everything is left aligned which means that everything starts on the left side of the page, no indenting. It is in *Times New Roman 12 point font* with the *No Spacing Style* used. The *Show/Hide button* is turned on to show blank spacing within the letter.