

<u> </u>	125 Eniot St. 100, Seattle, 01170054
¶ ¶ April 12, 2011	When there is letterhead paper used, insert 2-3 three blank spaces before the <b>date</b> depending on how much space is needed for the letterhead when printing.
¶ ¶ Marcia Renolds	
Governor Hotel 15786 S. Mar Drive Olympia, WA 98687	Include 2-3 blank spaces before the <b>inside</b> <b>address</b> , which is whom the letter is being sent to.
¶ Dear Ms. Renolds, ¶	Insert 1 blank space before the <b>salutation/greeting</b> . After the salutation, you can use either a comma or a semicolon.
employee training sessio	ng to you on the phone last week. I would like to confirm our company's on at your convention site for August 21 through 24, 2012. In addition to I we will need the following items:

Wireless Internet connection login

Podium

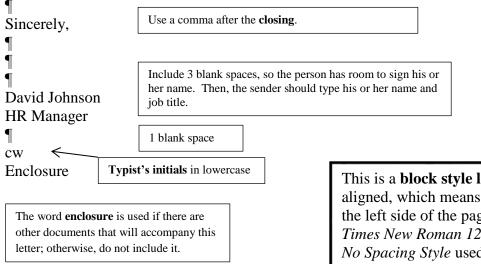
In Focus or projection system to be connected to our own computer

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

## ¶

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.



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.