Personal/Business Letter Open Punctuation Activity

**Directions: Study the parts and spacing of the business letter below. Notice that this letter is created using company letterhead. Using your word processing software, design the letterhead and key the letter as shown. Follow the instruction printed in bold. Save the letter as “B and C Construction”.**

LETTERHEAD

**Taylor Reality**

**345 Austin Drive**

**Anytown, NC 34444**

**(666) 222-3456**

Current Date ***DATELINE***

 (QS)

Mr. and Mrs. Simon Hernandez ***INSIDE ADDRESS***

2456 Elgin Street

Anytown, NC 34587

 (DS)

Dear Mr. and Mrs. Hernandez ***SALUTATION/OPEN PUNCTUATION***

 (DS)

Thank you for choosing us to help you find your new home. Enclosed are our brochures and a sample of the many houses that are available.

 (DS)

There are several new homes under construction in this area. We have many satisfied customers who can attest to the quality of our work.

 (DS)

After viewing the material, please contact me at Ext. 32 at the phone number listed above. I would like to discuss your needs as you plan the purchase of your new home.

 (DS)

Sincerely ***COMPLIMENTARY* *CLOSE/OPEN PUNCTUATION***

(QS) ***HANDWRITTEN SIGNATURE***

Joe A. Smith ***KEYED NAME***

 (DS)

xx ***TYPIST INITIALS***

(DS)

Enclosures ***ENCLOSURE NOTATION***

c Ian Taylor