

November 1, 2007

Big Wheels Bike Company
100 Second Street
Quakertown PA 18951

Simon Wannabike
1313 Bike Path Road
Washington DC 08112

Dear Sir,

On behalf of all of us here at Big Wheels Bike Company, I'd like to thank you for your continued purchases from our store. We are very happy to be once again offering our, "Buy A Bike One Piece At A Time" program to all of our dedicated customers this year; and we hope you will once again participate.

As you know, this limited time offer is a special benefit we extend only to our most valued customers. To participate this year, we will need you to do the following by December 30th:

- Prepare a business letter to our company president, Wilbur Wheels, explaining why you want a new bike.
- Send in your initial down payment of \$20.00 with your letter to the president.
- Send in your continued payments of \$20.00 for the next 18 months.

Once you are registered with our program, we will continue to send you one bike piece a month for the next 18 months.

We hope you will once again participate this year in the, "Buy A Bike One Piece At A Time" program.

Sincerely,

Jonathan Biker,
Vice President for Sales

Microsoft Word Assignment #1 – Business Letter

Directions:

- 1) Open MS Word on your computer
- 2) Type in the “Big Wheels Bike Company Letter” on the back of this paper
- 3) Make sure you do the following:
 - a. Insert the bullet list where needed
 - b. Align all text to the left
 - c. Check the spelling and proofread for grammar
 - d. Change the font to “COURIER NEW”
 - e. Use the correct spacing

When you are done save the completed letter to your H: drive.