



**Purpose:** To create a block style business letter using Microsoft Word.

1. Locate the following website – <http://www.jlsinc.net/>. Find the information for the inside address.
2. Write a letter to Johnson's Landscaping asking for more information regarding some landscaping that you would like to have done. Pretend you own a house (or you can write about the house you live in). To get ideas about what this company can do, take a look at the Photo Gallery section and look at the different photos.
3. In the body of your letter, be sure to include the following:
  - ✓ Be specific about what you want and where you want it. Also, explain that you have a price limit.
  - ✓ Request that he write you back by a certain date with a quote for his service.
  - ✓ Thank Mr. Johnson for his time.
4. Proofread the letter carefully. Be sure all spacing is correct. Include your return address. Print your letter and sign it.
5. Fold your letter and address it like an envelope.

