

# Request Letter Typing Instructions

Start a new Word document.

Go to File/Page Setup and set all margins to 1.25 inches.

Leave the font at Times 12 pt.

Begin typing your letter starting with the return address at the very top.

200 Ave. F

Hereford, Texas 79045

Hit “enter” four times.

Type the date of the letter. This should be the date the letter is sent which will be January 27, 2006

Hit “enter” twice

Type the address of the person you are sending the letter to.

Hit “enter” twice

Type your salutation. (Dear Mr. Smith:)

Hit “enter” twice

Begin typing the body of your letter. Text should be single spaced EXCEPT between paragraphs. Before typing a second paragraph, hit “enter” twice.

After typing your letter, hit “enter” twice and type your closing. (Sincerely,)

Hit “enter” four times.

Type your name

If you are including a list of questions or other items type the word Enclosure(s) and then the number of items in parentheses.

Example:

Enclosure (1)

Print and sign your letter and turn in.