**Create a personal business letter with the text below. The / in the text indicates where enters should be located. It is up to you to decide how many enters are required to create a letter that is to industry standard. As you key in the text you determine the correct spacing to create a business letter. Remember to complete a spelling and grammar check before completing the final save in your “My Documents folder and upload to your OneNote.**

**After completing the letter please leave this instruction sheet at your computer station so that it may be reused throughout the day.**

1764 Seminole Drive. / Detroit, MI 48214-2176 / December 15, 2011 / Mr. Trevor L. Delong / 1371 King George Blvd. / Ann Arbor, MI 48104-2657 / Dear Trevor / A news item in the Detroit Free Press indicates that you will be graduated from the university at midyear. With honors, no less! Congratulations! / When you were a student at hill side high, I worried tha you might never put your potential to work in a serious way. But evidently you have been able to continue your athletic goals and at the same time pursue and academic major successfully. I am glad you have done credit to yourself and to us at Hillside. We’re proud of you. / What are your plans after graduation? Whatever they may be, your former teachers at Hillside wish you well. I would enjoy a note from you that I can share with others on the Hillside faculty. / Cordially yours / Mrs. Barbara Snodgrass.