

Student Name
Student Address
City, ST ZIP

July 21, 2008

Shannon Macias
11111 No. Alemany Drive
Mission Hills, CA 91345

Dear Ms. Macias:

Opening paragraph: give details of why you are sending this letter – to inform me of what computer skills you now possess.

2-3 paragraph listing out specifics, ie. Words per minute, knowledge in Word, Excel, and PowerPoint.

Closing paragraph thanking me for my time.

Sincerely,

SIGN HERE

Student Name

***Remember to proof read and maintain professionalism. Failure to do so and follow directions will result in a lower grade on this project. ***