

## ACTIVITY 23: THANK YOU LETTER

### New Skills Reinforced:

In this activity, you will practice how to:

1. format a modified block style letter.
2. re-create an informal thank you letter.

### Activity Overview:

When writing a thank you letter, there are a few simple rules to follow. The objective is to keep the style casual yet sincere. Try to let your personality show through in your writing and choose words that demonstrate confidence and sincerity. In this activity, you will compose a thank you letter addressed to Abercrombie and Fitch and format it into a modified block style letter.

### Instructions:

1. Open a NEW document in Word.

**Note:** Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Set the page margins as follows: Top to 2", Left, Right, and Bottom to 1".
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
4. Set a left aligned tab at 3.25".
5. Review **Figure 23-1** to reference the proper format and parts of a modified block style letter.
6. Using the handwritten letter provided in **Figure 23-2**, compose a thank you letter in a modified block style letter format. Type your home address as the return address, the current date for the date, and your full name as the sender's name.
7. Carefully proofread the document for spelling, grammar, and accuracy.
8. Save the document as THANKYOU.
9. Print the document if required by your instructor.
10. Using a blue or black pen, sign your name in the signature block of the letter.

NEW SKILL

## Activity 23: Thank You Letter Continued



Figure 23-1: Sample of a Properly Formatted Modified Block Style Letter

Tab → 123 Sender Street  
Sender City, SS 12345  
December 14, 2007 ¶

Return address  
←  
Current date  
←

¶  
¶  
¶  
Recipient Name  
Recipient's Title  
123 Recipient Street  
Recipient City, RS 12345 ¶

Inside address  
←

¶  
Dear Recipient: ¶

Salutation  
←

¶  
Here is an example of a modified block style letter. Use a modified block style when you want to write a less formal letter. Start by setting a left tab at the center of your page at 3.25" so that you can easily position the return address and complimentary close. If you are not using a letterhead, be sure that your top margin is set to 2". All other margins should be set to 1". ¶

¶  
Just below the return address, type the current date, without abbreviations, and quadruple space to the inside address. Double space after the inside address and type the salutation. If you don't know the recipient's name, use "Ladies and Gentlemen" or "Good Morning" for the salutation. Next, double space to the start of the body of the letter. The body of the letter is single spaced and has one blank line between paragraphs. ¶

¶  
Finally, after your last paragraph, double space to the complimentary close. Use an appropriate complimentary close such as "Thank You," "Sincerely," or "Very Truly Yours." Leave a quadruple space between the complimentary close and your typed name so that you may sign the letter with blue or black ink. Always be sure to proofread and spell check your letter before printing and mailing. ¶

¶

Tab → Yours Truly, ¶

¶  
¶  
¶

Complimentary closing  
←  
Signature block  
←  
Sender's name/title  
←

Sender's Name  
Sender's Title (if applicable)

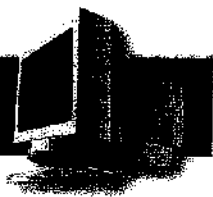


Figure 23-2

Abercrombie & Fitch  
6301 Fitch Path  
New Albany, OH 43054

Dear Mr. Abercrombie:

Recently, I visited one of your stores and I wanted to say thank you. I am 17 years old and absolutely love to shop. Voting for class superlatives is coming up soon and I am really hoping to win in the best-dressed category. If I do win, I have to give you and your store all of the credit. I almost always use your store for inspiration and direction in putting together my outfits.

My experience last Tuesday at your Cleveland store has left a memorable impression in my mind. I purchased the entire outfit you had featured in the store window and it was a huge hit. All of my friends were asking where I got the outfit. Once again, I have to give you and your staff credit. They helped me with every little detail. They even found the perfect hair accessory to complete the perfect outfit.

You have created the most extraordinary clothing store for people my age. I would venture to say that Abercrombie and Fitch is by far the best store catering to teens these days. Because of that, I personally want to thank you. I will let you know how I made out with superlatives as soon as I find out. Wish me luck!

Yours Truly,

Your Name