Chapter 10

Activity 10-2 Improving Your Formatting Skills

**Directions:** Read the following information. Edit the document and format it to create a professional-looking letter. Use the default spacing and font for your word processing software.

current date

**business executives, inc.**

**p.o. box 75000**

**louisville, kentucky 40222**

Dear Mr. Elliot:

As a valued customer at our restaurant, we are enrolling you as an elite member in our new Customer Rewards program. It is our way of saying thank you for your business and loyalty over the years. Starting immediately, as a Gold member, you will receive points for every purchase you make. After your account reaches 100 points, you will receive $10 to be applied toward your next purchase.

Here is how it works:

Register your membership on our web site.

Present your card each time you make a purchase.

Watch the points add up!

As a Gold member, you will also receive special bonuses that will arrive in the mail. To get you started and say thank you for your business, we are enclosing a 15% off coupon to be used on your next order. Don't delay! Register your membership on our Web site today. We look forward to seeing you at our restaurant soon.

Sincerely,

Deanna Ghodu

Membership Director

Enclosure