

Smithsonian Institute
Paleoanthropology Division
207 Pennsylvania Avenue
Washington, DC 20078
Phone: (202) 973-2121



{Today's Date}

Jerry Montgomery
1907 Church Street
Poplar Grove, IL 60104

Dear Mr. Montgomery

Thank you for your latest submission of the "*Hominid skull*" to the Institute. We have given this specimen a careful and detailed examination, and regret to inform you that we disagree with your theory that it represents conclusive proof of the presence of Early Man in Milwaukee County two million years ago. Rather, it appears that what you have found is the head of a Barbie doll, of the variety one of our staff, who has small children, believes to be Malibu Barbie.

It is evident that you have given a great deal of thought to the analysis of this specimen. However, we do feel that there are a number of physical attributes of the specimen that might have tipped you off to its modern origin.

First, the material is indeed plastic. Ancient hominid remains are typically fossilized bone. Second, the cranial capacity of the specimen is approximately 9 cubic centimeters, well below the threshold of even the earliest identified proto-hominids. Third, the dentition pattern evident on the skull is more consistent with the common domesticated dog than it is with the ravenous man-eating Pliocene clams you speculate roamed Southeastern Wisconsin during that time.

Without going into too much detail, let us say that the specimen looks like the head of a Barbie doll that a dog has chewed on. We must deny your request to have the specimen carbon dated. To the best of our knowledge, no Barbie dolls were produced prior to 1956 AD, and carbon dating is likely to produce wildly inaccurate results.

We eagerly anticipate your trip to our nation's capital that you proposed in your last letter. We are particularly interested in hearing you expand on your theories surrounding the trans-positating fillifitation of ferrous ions in a structural matrix that makes the excellent juvenile *Tyrannosaurus rex* femur you recently discovered take on the deceptive appearance of a rusty 9-mm Sears Craftsman automotive crescent wrench.

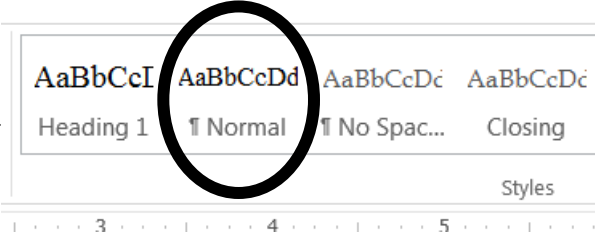
Yours in Science

Harvey Rowe
Curator, Antiquities

Business Letter: Block Format

Directions



1. Please start a new document using the template **Business letter (Sales, stripes...)**
2. Save this document with the name: **busLetterSmithsonian**
3. Change margins to **.5” top & bottom and 1” left and right** (LAYOUT – MARGINS – CUSTOM)
4. Delete the “Stripes” letterhead theme at the top and **design your own letterhead for the Smithsonian Institute**. We will keep the “Stripes” theme graphic at the bottom of this page (NOTE: Do you see that this is actually in the document’s footer and not the document’s working space?)
5. Please double click on the **document’s footer** so that you can make sure that the graphic is at the top of the footer – this makes sure that it is positioned to print properly at the bottom of the page after you changed the documents margins.
6. Highlight all text in the document template – the default 9.5 point is far too small to assume everyone can read it. **Please change the font to Times New Roman** (easily readable print font) and **please make it size 12** (common in print documents when using Times fonts)
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8. If you are using the NOMAL style, you will get a blank line every time you hit the Enter/Return key to key the next line. **You can force a single line break by holding SHIFT + ENTER/RETURN**

9. Be sure to **spell and grammar check** – BE CAREFUL! Sometimes computers take a moment to process the “Check as you type” option and it is easy to miss when a red (spelling) or green (grammar) squiggly line is used to indicate an error.
10. When you are sure this document is ready to be “mailed” (remember our “mailability standard”?) please print, being sure you carefully checked to see that your name is on the letter as if it was written by you.