



## Milwaukee County Zoological Society

12100 W Bluemound Avenue

Milwaukee WI 53221

Phone: (414) 773-9090

Today's Date

Larry Higgleburt  
1245 Brady Street  
Milwaukee, WI 53202

Dear Mr. Higgleburt:

As you are aware, Milwaukee County's Zoo is going through a very stressful period. The Board of the Zoological Society has considered several alternatives and we feel we have a novel, short-term solution to the zoo's current difficulties.

Our solution, which involves you, will immediately relieve the zoo staff of the problems of daily caring for the animals and give the staff the opportunity to perform much needed repairs in animal exhibits.

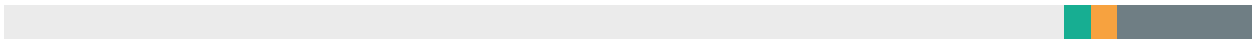
You have been selected to care for one of the animals for the rest of the year. Accordingly, Dixie, a 6,000 pound hippopotamus from North Africa, will soon be delivered to your home. You are totally responsible for her care, housing, and feeding until January 5, 2018.

Please call Dr. Emmett Asheley, who is on leave but still considered our zoo veterinarian, with your questions regarding Dixie's special diet requirements. You might also wish to contact your neighbors before the hippopotamus is delivered so as to avoid any problems or misunderstandings.

You will agree, I am sure, that by distributing our animals among caring Milwaukee citizens, we are keeping our problems in "our own back yard," while constructively working toward having one of the finest zoological facilities in the country.

Sincerely,

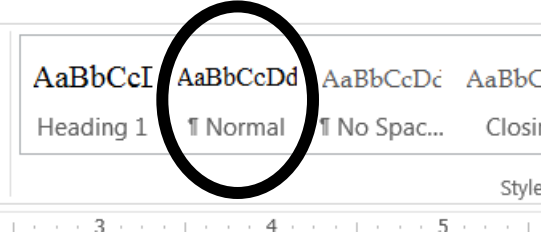
YOUR NAME, Director  
Animal Husbandry



# 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: **busLetterZoo**
3. Change margins to **.5" top & bottom and 1.25" left and right** (LAYOUT – MARGINS – CUSTOM)
4. Delete the “Stripes” letterhead theme at the top and **design your own letterhead for the Milwaukee County Zoo**. 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)
7. Please note the letter’s spacing – **use the template as a guide**, please key the business letter as shown. Note the different parts of the letter you will be keying.
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.