

Letterhead Design – approximately ½” from the top of page and to the left & right margins (1”, which is what you get by default when starting a new blank document. Your letterhead should create a pleasing look and take up approximately 2” or 2 ½” of the top of page. Please be careful and consistent with your spacing style (Normal versus No Spacing). Remember, create a single return using NORMAL by using CONTROL + ENTER

**Ho-Made Café (Please design letterhead w/graphics)**

Today’s Date

John Jackson  
 Ho-Made Café Franchise #10  
 7200 W. State Street  
 Milwaukee WI 53223

Please do not use the default font – it is hard to read. I suggest Times New Roman, size 12 pt. You may use a different font, but please make sure it is bigger than Calibri 11.

Tabs for “specials” – dot leaders on 5” right tab

Dear Mr. Jackson:

Here at the corporate kitchens of Ho-Made Café, we are always working to add new menu items as limited time promotions and other items to expand to our regular offerings. This month, we will add 3 exciting limited-time specials:

Ho-Made Carmel Apple.....\$2.79  
 Ho-Made Carmel Apple w/Nuts .....2.99  
 Hot Apple Cider w/Cloves.....1.99

Tabs are 1/2” in left/right on ruler

We will also expand our hours during the fall. New signage is being sent to post in our restaurants. The table below shows our Fall 2016 hours.

Ho-Made Café Hours			
	Monday-Friday	Saturday	Sunday
Minneapolis Locations	6:00 am – 10:00 pm	6:00 am – 12 pm	7:00 am – 2 pm
Wisconsin Locations	6:00 am – 9:00 pm	6:00 am – 10 pm	8:00 am – 2 pm

Please call if you have any questions – thanks for all you do to make Ho-Made Café the leading neighborhood diner in the Greater Milwaukee Area.

Sincerely,

Your Name  
 Marketing Manager

Insert a table 4 columns by 4 rows as shown. Adjust the width of the first column (using ruler) so that locations fit on one line.  
 Once you key the content, please remove all lines so that you are left with a clean table without any “boxy” borders. Please use Arial (or similar) font for headings.

Today's Date

John Jackson  
Ho-Made Café Franchise #10  
7200 W. State Street  
Milwaukee WI 53223

Dear Mr. Jackson:

Thanksgiving will be here soon! While Thursday, Thanksgiving Day all locations are closed, the long weekend kicks-off our busiest time of year. Beginning the week of November 14, 2016, we will feature the following dinner items:

Ho-Made Carmel Apple.....\$2.79  
Ho-Made Carmel Apple w/Nuts .....2.99  
Hot Apple Cider w/Cloves.....1.99

We will also expand our hours during the fall. New signage is being sent to post in our restaurants. The table below shows our Fall 2016 hours.

	<b>Ho-Made Café Hours</b>		
	Monday-Friday	Saturday	Sunday
Milwaukee Locations	6:00 am – 10:00 pm	6:00 am – 12 pm	7:00 am – 2 pm
Suburban Locations	6:00 am – 9:00 pm	6:00 am – 10 pm	8:00 am – 2 pm

Please call if you have any questions – thanks for all you do to make Ho-Made Café the leading neighborhood diner in the Greater Milwaukee Area.

Sincerely,

Your Name  
Marketing Manager