



# Business Trainers, Inc.

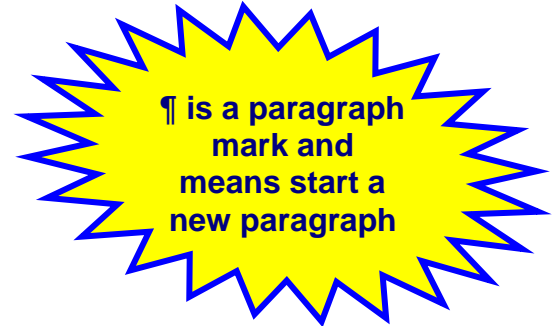
812 Main Street

Durand, WI 54736

Phone: (715) 652-5252

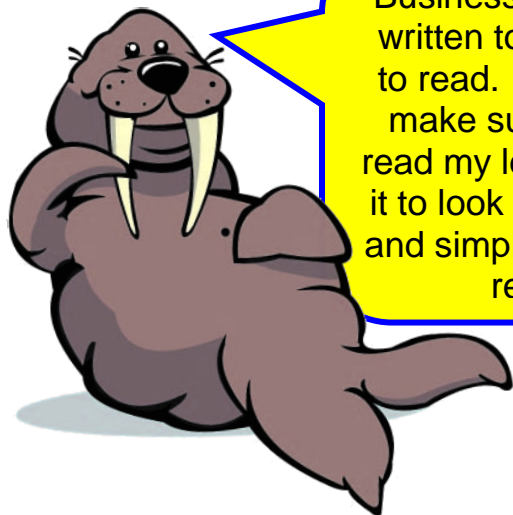
Please design a letterhead for Business Trainers, Inc., a company that helps organizations train employees. For this assignment, you are an Account Executive at Business Trainers, Inc., and you are to send a letter to:

Michelle Moyers  
Office Manager  
Plum City Investments  
400 Maple Street, Suite 4000  
Plum City WI 54761



Key the letter below in the **BLOCK FORMAT** that we have reviewed as a class. **BE SURE TO INCLUDE ANY MISSING PARTS.** To help you get started, a copy of the format is on the back of this handout. Please use **MIXED PUNCTUATION**.

The meeting with you last week was most enjoyable. I talked with our president, Mr. Lanier, about your training needs, and he asked me to assure you that we are committed to working with new firms in our area. ¶ As we discussed, we would like very much to make our services available to your staff. We are experienced in planning training programs that meet the needs of business and industry. ¶ We offer a variety of courses and programs as outlined in the brochure that I left with you. These programs can be adapted to the needs of your workforce. In addition, we can design courses and training programs to meet any specific needs of your workgroup. ¶ I look forward to meeting with you again next week. Please give me a call to know when I may take you out to lunch.



Business letters are written to look easy to read. If I want to make sure people read my letter, I need it to look neat, short, and simple to quickly read.

Block Letter formats are simple to write and are even easier to read! Just make sure your spacing is consistent. Please be consistent with punctuation too. As directed, use **Mixed** or **Open** punctuation!

