

Current Date

Mr. Philip Crando, President  
Italian Tours, Ltd.  
14 Dunkin Drive  
Key West, FL 33040

Dear Mr. Crando

Thank you for the information you gave me during our telephone conversation this morning, September 6, 2007. As I explained, the head of our accounting department, Mr. Gordon Sharp, will leave Fast Track Publishing at the end of March, and the company would like to give him a trip to Italy as a retirement present.

We know that Mr. Sharp would like to spend the holiday season traveling, and I understand you have three tours planned for that time of the year. I look forward to receiving the price information and brochures you said were available.

Sincerely

Student Name President

Type the letter to Mr. Crando following these instructions:

- ✓ 1-inch side margins
- ✓ Arial font – size 12
- ✓ Begin Date on line 8
- ✓ Open Punctuation
- ✓ Type the letter and then make the changes that are on the bottom of this page.
- ✓ Save as *CrandoLastName* to your Word folder!

**Make the following changes after typing the letter:**

Paragraph 1:

Delete *information* and add *advice and suggestions* in its place.

Add the following sentence at the end of the paragraph. *Your company was recommended to us as a leader in tour packages of Italy.*

Paragraph 2:

Add *and his wife* after *Mr. Sharp*.

Add a 3<sup>rd</sup> paragraph with the following text:

Please contact me at 555-9825 if you have any questions. Thank you.

In the Closing

Instead of *Student Name*, type *your name*!