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Wauwatosa, WI 60101
Phone: (414) 773 - 9898**

Please design a letterhead for Good O' Chair, Inc., a company that manufactures seating equipment. Assume you are Director of Human Resources at Good O' Chair and you are to send a letter to:

Name of Friend
Street Address
City, State Zip

Key the letter below in the **BLOCK FORMAT** that we have reviewed as a class. **BE SURE TO INCLUDE ANY MISSING PARTS (Example: Salutation & Close).**

Thanks for having lunch with me last weekend. I enjoyed the opportunity to see you again and reminisce about the fun we had at 'Tosa West High School. It was also helpful to hear your suggestions on how I can handle my staffing problems. I guess you always did have great ideas. ¶ I think you are right. I will call Mr. Breitsprecher this week and talk to him about his computer students. They always learn to key well. The quality of the work they produce is much higher than in Brookfield, Menomonee Falls, Elm Grove, or any of the surrounding communities. ¶ Most important of all, however, is the positive, "can-do" attitude that they bring to class. After all, I can always find people that have basic computer skills. Finding employees that get their work done efficiently and correctly is a challenge. ¶ Wauwatosa West's graduates stand out. I will call Mr. Breitsprecher this week and ask him if he has any students that would like to work with us. I will be sure to say "hello" for the both of us!

NOTE: ¶ is a paragraph mark and indicates we will start a new paragraph. Please remember, in a **BLOCK LETTER**, there are no indentations in the first line of a paragraph and there is a blank line between each paragraph.