### Letter Containing Tabs

1. Key in the letter below on A4 paper using 2cm margins.
2. **Make up** an interesting **Letterhead** and contact details and center it at top of letter. Use a **picture/ logo** at the top left of the page. Keep it small and appropriate. (Save something from the internet(Google Images) to your drive if necessary)
3. Insert today’s date at the top of the page.
4. Set appropriate tab stops for tabular area.
5. Correct any misspellings.
6. Save as **Letter3** into your Word Processing folder

Ref PB/PK/A345

Mr Karl Newton

56 The Park

LISMORE

Co Waterford

Dear Sir

**Fax Machine Accessories**

Enclosed please find our current booklet detailing our selection of fax machine accessories.

We feel sure you will find many items of interest in this booklet and would like to draw your attention to the following special effects:

**Code Item Desceiption Sale Price**

432809 Trim Fax Stand £85.00

0984231 Eurotek Fax Station £25.99

809432 Epson Machine Trolley £35.00

984321 Twinlock Fax Holders £45.50

You will note that our products are listed in 15 sections.

For your convenience, section numbers are listed for easy reference on page 2. we will be pleased to quote you for any special requirements you may have.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ken Moore

General Manager