**(You will insert fields 1 – 4 here)** Leave 4 blank lines here

Dear **(You will insert field 5 here)**

Thank you for your enquiry regarding our new colour printers, which we advertised for sale last week.

I will be in the Cork are on Monday next. I will be willing to visit you at **(You will insert field 6 here)** if you are available.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_
SALES MANAGER

1. Type the letter above and save as Letter A.
2. Using the Mail Merge Facility Create the following Data file and save it as Data A.

| **Title** | **Address 1** | **Address 2** | **Address 3** | **Salutation** | **Time** |
| --- | --- | --- | --- | --- | --- |
| Mt Tom Cherry | View Road | CARRAIGALINE | Co. Cork | Mr Cherry | 11:30am |
| Miss Mary Coffey | Rose Cottage | BALLINHASSIG | Co. Cork | Miss Coffey | 12:00pm |
| Mr Michael Clancy | Riverview Avenue | BANTRY | Co. Cork | Mr Clancy | 12:30pm |
| Mr Kevin Linehan | Willow Hill Park | BANDON | Co. Cork | Mr Linehan |  |

1. Merge Letter A with Data A.
2. Insert your name as a footer and print merged letters.
3. Save the merged letter document as Merge A. (this file should contain all 4 letters)
4. Close all documents and exit.