**Insert today’s date**

(You will insert fields 1 – 4 here) Leave 5 blank lines

Dear (You will insert field 5 here)

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

I will be in the Macroom area 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 B.
2. Insert your name as a footer.
3. Using the Mail Merge Facility Create the following Data file and save it as Data B.

| **Title** | **Address 1** | **Address 2** | **Address 3** | **Salutation** | **Time** |
| --- | --- | --- | --- | --- | --- |
| Mr Kevin Murphy | View Road | MALLOW | Co. Cork | Mr Murphy | 9:00am |
| Miss Jane Coffey | Rose Cottage | KANTURK | Co. Cork | Miss Coffey | 10:00am |
| Mr Michael Dawson | Riverview Avenue | CLONAKILTY | Co. Cork | Mr Dawson | 11:00am |
| Mr Kevin Smith | Willow Hill Park | DURRUS | Co. Cork | Mr Smith | 12:00am |

1. Merge Letter B with Data B.
2. Print merged letters.
3. Save the merged letter document as Merge B. (this file should contain all 4 letters)
4. Close all documents and exit.