

Student Name
Student Street Address
Student City, State ZIP

The envelope's return address
shows the student's name and
address

A new file is saved as "EdVest Letter" in
the Tutorial.01\Case2 folder

An envelope is included with the letter

Joseph Robbins
5788 Rugby Road
Hillsborough, CO 77332

The envelope's delivery address
is as shown

The date is about 3 inches from the top of the page; number of blank paragraphs isn't as important as the 3-inch measurement

The date is the current date

Current Date

There is a blank line before and after the inside address

Joseph Robbins
5788 Rugby Road
Hillsborough, CO 80732

The extra space is removed from the inside address

Dear Joseph:

The salutation includes a colon; there is no blank line after it

I'm writing to let you know about a new program called HigherEdVest, which is designed to help parents save for their children's college education. If you are interested, please call my office at (555) 555-5555 for more information.

Sincerely,

The closing includes a comma, one blank line for a signature, and the student's name and title ("Financial Planner")

Student's Name
Financial Planner

The text of the main paragraph will vary, but it should introduce the HigherEdVest savings plan, and it should include an invitation to call the office at the number shown

The document is single spaced and does not contain any spelling or grammar errors