

# Personal Business Block Style Letter Jobs

*Please use your notes to help you format the letters correctly.  
Remember to include a footer on each letter.*

## Job #1

- Page 124 (already formatted for you)
- Use this letter as your guide for the other personal business letters
- **Save this document in your keyboarding folder as personal letter 1**

## Job #2

- Page 125
- You will need to format this letter correctly.
- **Save this document in your keyboarding folder as personal letter 2**

## Job #3

- Page 126
- Letter number 1 ONLY
- **Save this document in your keyboarding folder as personal letter 3**

## Job #4

- Page 128
- Letter number 2 ONLY
- You will need to format this letter correctly
- **\*\*This letter job will be turned in for a grade\*\***
- **Save this document in your keyboarding folder as personal letter 4**

