

Name

Address

City, State/Province Zip/Postal Code

Telephone • Fax

June 7, 1993

Frankie Jones

16 Grainery Lane

Anytown, KS 67116

Dear Mom,

How are you doing? Everything is fine with me!

I'm sorry that I haven't written for a while, but I've been really busy! As you know, I really like computers, and I'm spending long hours in front of a screen both at work and at home.

In fact, I just bought a great program. It's really neat — a collection of business letters that I can customize any way I want. For example, there's a letter to people who are late paying their bills and another one that complains about a defective product.

I'm sure it'll save me a lot of time and energy — you know how hard it is for me to write letters! Now I'll be able to think about business instead of worrying about what to say in letters.

Too bad they don't have one for writing to you! Ha ha ha. They should also have one for thanking Aunt Patty for the cookies! Nah — form letters could never replace the personal touch!

Gotta run now, Mom! All my love!