Mail Merge Assignment

1. Your company is called “Rocky Mountain Honda Dealership”. Create a company letterhead for your letter. Choose a stylish font and put the company's name, address, and phone number at the top of your letter.
2. Write a business letter using the proper business letter format.
* Use Arial size 11 font.
* Use single-spacing for the addresses.
* Use 1.3 line spacing for the main body of the letter.
1. Thank the recipient for being a good customer. You may want to include words like:
* appreciate / appreciation
* grateful / gratitude
* loyalty
* value
* patronage
1. Invite them to your company's Stampede Party. Include details about the party: date, time, location, food, events.
* ask the person to confirm attendance
* describe the length of the event
* give travel suggestions and information
* offer further help with particular needs
1. Insert the appropriate merge fields into your letter:
* recipient's address
* title
* first name
* last name
1. Mail Merge the letter with your list of recipients.
2. Save the Merged letter.
3. Create mailing labels for your letter. Use Mailing Labels – Avery 5160.