

**COMP8
BLOCK LETTER PRACTICE
"UNITED FUND CAMPAIGN"**

Prepare the following letter in BLOCK STYLE. Use your own initials for the reference initials. The font should be 12 point ARIAL font. Use your notes page to help you with the layout.

(Current Date) / Mrs. Alma Louise Yeu / President / Yeu & Yeu Associates / 4500 Elk Grove Avenue / Arlington Heights, IL 60004 / Dear Mrs. Yeu:

¶It is a pleasure to accept the task of chairperson for the United Fund campaign this fall.

¶As you are aware, I have been on the local United Fund board for the past eight years. I have had a great eight years; I look forward to at least four more years with the fund. Will I, as the new chairperson, have the responsibility of selecting the campaign committee?

Jason Lewis, last year's chairperson, told me that it would be best if I could. He selected a committee composed of representatives from the business, industrial, educational, and lay communities. Last year's drive was the best yet; I think the results were due in large part to the committee.

¶Jason Lewis, Marsha Hunt, and Alex Garcia were on the committee last year; they were outstanding members. I plan to retain them if they are willing to serve again.

¶If you have questions about the proposed committee, please call me.

Sincerely yours, / (Your Name) / Production Engineer / (Your initials)

SAVE THE DOCUMENT AS: YOUR NAME – UNITED FUND CAMPAIGN.

PRINT ONE COPY AND TURN IT IN.