Personal Mail Merge Assignment
Computer Applications
October 23, 2009

Task:
You will be creating a mail merge all on your own. You will be addressing the letter to 6 people of your choice. The letter will be explaining what type of business you want to open and should include the following information:

- What kind of business will you be opening?
- What will be your hours of operation?
- Why do you want to open this business?
- What will you be selling/providing?
- Where will your business be located?

The letter will have to be at least 3 paragraphs and be typed as a block style letter (as shown on page 78 of your textbook).

This will serve as a test grade for the mail merge unit.

Be creative but make sure that you follow spelling and grammar rules when creating your letter.