

1. Open the file WP044 on the McCombs website.
2. Press Return/Enter 6 times and insert the current date.
3. Press Return/Enter 4 times and type the inside address

Mr. Alex Martinez
EWED Foundation
55 Temple Place
Boston, MA 02111

4. Press Return/Enter 2 times. Type the greeting Dear Mr. Martinez followed by a colon.
5. Type the closing Sincerely followed by a comma. Press Return/Enter 4 times.
6. Type the writer's name and address on separate lines:

Steve Rice
26044 Griffey Court
Valencia, CA 91355

7. Press Return/Enter 2 times and type *Enclosure*.
8. Insert blank lines between paragraphs as needed.
9. Save the document as WP044 in your completed folder.