

The letter should be created using the modified block letter style

The No Spacing Quick Style should be applied to the document text

DataLock Storage

1888 Tibbs Parkway, Redview, SC 29960 • Phone: (752) 555-9804 • Web Address: www.datalock.net

Ms. Shannon Kates
922 West Court Street
Redview, SC 29960

Dear Ms. Kates:

A left-aligned tab stop at the 3.5" mark should be set on the ruler for the date line, complimentary close, and signature block

April 6, 2012

The current date should be inserted

Thank you for your recent inquiry regarding our cloud storage service. Our basic plan provides 50 GB of storage space at a monthly rate of \$5.95, and our elite plan provides 500 GB of storage space at a monthly rate of \$25.95.

Please note that additional storage plans and services are available, depending upon your storage needs. In addition to secure data storage, we offer the following:

- Robust encryption techniques
- Automatic backups
- Specialized technical support 24/7/365
- Remote access

The list should be bulleted

For further details or to develop a monthly plan tailored to your specific storage needs, please contact me at (752) 555-9804 or via e-mail at ageorge@datalock.net. We look forward to working with you to solve your data storage needs.

The e-mail address should be converted to regular text

Sincerely,

Andy George
Consultant

The spelling of the letter should be checked

The document properties should be changed as specified by the instructor

The letter should be saved with "Lab 3-1 Cloud Storage Letter" as the file name

An envelope or a mailing label for the letter should be addressed and printed