**Letter #2**

Julie Smith, Human Resource Manager has asked you to format and key a letter to Mr. Thomas Jones of Jones Training Services. The correct address for Jones Training Services is 4000 State Street, Grand Rapids, MI 47890.

**Follow full-block format. Use the current date. Include an appropriate salutation and closing. Be sure to add reference initials and any other notations where necessary. Type the paragraphs shown below as the body of your letter.**

This letter is to confirm our arrangements with you to conduct a full-day workshop on Saturday, January 31, 2008, from 9:00 a.m. to 4:00 p.m. to prepare our employees to pass two Microsoft Office Specialist certification tests.

We currently have 15 employees interested in taking the workshop. They are expecting a light breakfast, lunch, two certification test coupons, use of your training software and assistance from a qualified trainer.

We have reserved two computer labs located next to each other—one for training and one for testing. You will need to provide the training software at least two days prior to the workshop to allow for installation and problem solving.

We have also contracted with a catering service to provide food for breakfast and lunch. As per our previous discussion, the cost will be $15 per person paid by your company out of the $250 fee per participant.

If there are any other details which need to be addressed, please contact me through my e-mail address at [jsmith@pba.org](mailto:jsmith@pba.org) or call me at 1-800-542-7500.