



DESIGN YOUR OWN LETTERHEAD

When writing a letter, you can easily develop your own professional letterhead on a PC. Here's how:

SELECT

- font
- font size 20
- center alignment
- bold type

TYPE

your name, address (telephone number is optional) at the top of the page

HINTS

*Select a font for the letterhead that is **different** than the font of the letter. For example, if you use Times New Roman for the letter, use a different font, like French Script MT, for the letterhead.

*Select font size 20 although other sizes can be used as long as the letter looks professional.

Write Your Business Letter on Your Own Letterhead

If you have designed your own letterhead as described above, type your letter single spaced on 8 1/2 x 11 sized paper and do **not** number the first page of the letter. The format of this letter can be block format (flush left margin) and will still include a date, name and address of the recipient, salutation, body, and closing/sender's name. Notice the heading that **is** required on page two of the letter.

Diane L. Hunter
16690 Allente Drive
St. Louis, MO 63116

March 15, 2005

Ms. Davene Miller
Admissions Director
Webster University
470 E. Lockwood
St. Louis, MO 63119

Dear Ms. Miller:

I applied for the President's Scholarship two weeks ago; however, I did not include my Scholarship Essay, which I am now enclosing with this letter. I received prior approval from the Dean of Admissions, Mr. Peter Schultz, to submit my essay after the deadline due to the death of my grandfather last Monday.

The essay is the last component needed to make my written application complete. If you find anything missing, please do not hesitate to call me at 636-xxx-xxxx. Please note that my official transcript from St. Louis Community College is in my maiden name, Diane L. Bowen.

In addition to the written application, I still look forward to the formal interview with the scholarship committee. I am available on Tuesdays and Thursday mornings if that would match any of their interview slots. Please let me know by E-mailing me at dlhtr@aol.com at your earliest convenience.

Webster University has always been my first choice of colleges because of its continued excellence in the arts, especially Theatre. I look forward to a challenging education and a

Ms. Davene Miller
Page 2
March 15, 2005

rewarding theatrical experience as well as a favorable reply on this scholarship application. If you have any questions or comments, please do not hesitate to contact me at your earliest convenience. Thank you in advance for your assistance in this matter.

Very truly yours,

Diane L. Hunter