

Student Name

Current Date

Period

Personal Letter

Current Date

Top Margin: 2"
Side Margins: 1"

Mr. David Miller
2814 E. Watkins Rd.
Phoenix, AZ 85066

Dear Mr. Miller

My husband and I are building a home in the mountains. We have been looking around for Soapstone stoves. I understand you carry this line. I know they are very expensive, but I understand that ACE Hardware has a sale in June. Our house is not yet completed so we can wait for the sale to purchase the stove. Since we have a few months to wait for the sale, I wanted to have you put away a Soapstone stove and consider it sold. I am willing to put a down payment on it to secure it.

I will be in the store next Monday to put a down payment on the stove.

Sincerely

Barbara Smith
3200 E. Galveston St.
Chandler, AZ 85224

xx

Personal Letters usually do not have Typist Initials. But in this case, since you are typing the Personal Letter for Barbara Smith, you will put your "Typist Initials."