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Fan Letter

New Skills

1. Write an effective letter of request in a block style format.

Activity Overview

In this activity, you will gain more practice in writing a letter using a block style format. Your task is to write a letter to a celebrity you admire. Some possibilities may be writing to a famous musician, an actor or actress, a professional athlete or a famous author. The purpose of this letter is to get a response via email with an autographed photo attached.

Instructions

1. Using a Search Engine such as Google, Bing, or Yahoo, obtain the mailing address of a celebrity you admire.
 2. Open a NEW document in Word.
★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
 3. Set the page margins as follows: Top to 2", Left, Right, and Bottom to 1".
 4. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
 5. Using a block style letter format, compose a letter of request to a celebrity you admire. Follow the guidelines provided below when preparing the letter. Keep the tone of the letter polite and courteous.
 - a. Type your home address as the return address, the current date for the date, and your full name for the sender's name.
 - b. Paragraph 1 should state the purpose of the letter, which is to obtain an autographed photo of the celebrity via e-mail.
 - c. Paragraph 2 should describe why you admire this celebrity and why you are such a big fan of him/her.
 - d. Paragraph 3 should conclude by thanking the recipient and include your contact information.
- ★ *Note: Refer to Activity 24 if you need assistance on how to format a block style letter.*
6. Carefully proofread the document for spelling, grammar, and accuracy.
 7. Save the document as FANLET.
 8. Print the document if required by your instructor.
 9. Using a blue or black pen, sign your name in the signature block of the letter.
- ★ *Note: In the next activity, you will be preparing an envelope addressed to your chosen celebrity.*

NEW SKILL ►

