

Student Name

1. Student name in header

2. 2"

5. Return address if a personal letter

November 23, 2007

6. QS

Miss Evangeline Norcross
666 Walnut St.
Des Moines, IA 50309-2661

7. DS

Dear Miss Norcross

4. 1"

8. DS

Going places? You will go twice as far in the new Gondola 2000 Compact. Yes, one gallon of gasoline will take you 40 miles or more, even in city driving. And you'll do it in "smooth as silk" comfort.

9. SS

Going places? You will have money to spend if you invest in the best buy of all compacts—the Gondola 2000. The price is only \$11,995. You'll have more money to spend, too, because the new Gondola 2000 is really a miser with gasoline on the open road.

3. 1"

10. DS

Going places? Then go right to the nearest mailbox with the enclosed postal card. Just indicate the most convenient time for your free-trial demonstration. The supply of new Gondola 2000 Compacts is going fast, so you'd better hurry.

11. QS

Sincerely yours

12. DS

Han Song Ki, Sales Manager

13/14. Reference initials/lower case

15. Attachment notation

16. DS