

**WOODLAND HILLS HIGH SCHOOL
SOFTWARE APPLICATIONS
MR. ESPER**


Exercise 34

Create the following memo below using the template option in Microsoft Word. (File, new, memos)

Objective: Students will be able to use the memo template in Microsoft Word and substitute information within that template.

Academic Standards for Science & Technology: 3.7.10C Apply basic computer operations and concepts

Memorandum



To: ABCO
From: (your name)
(street)
(City, State, Zip)
Date: (Today's date)
Re: Claim # 52-489-180529-59

Attached is documentation concerning the 2172 square feet of damaged Abco siding. Included is a certificate of occupancy, measurements verifying my Mt. Carmel model, and two letters from ABCO, a letter from my the Township, and a letter from a lawyer acknowledging the damaged ABCO siding. I believe I have now completed all requirements of your claim process.

