

(Date)

**A** (Applicant's Name)  
(Address)  
(City, State Zip Code)

Dear (Applicant's name):

**B** Congratulations on your acceptance to the University of Learning.

You are now challenged with making the very important decision of selecting which college or university you are going to attend. We know that this can often be an extremely difficult decision for the young man or woman about to enter college?

At University of Learning, we recognize the importance of your decision and the commitment it entails to learn and develop by means of association with an outstanding center of learning. As awesome as it may sound, this decision may very well have an impact on the quality of your life.

I believe that University of Learning offers not only a superb educational experience, but also promotes individual growth and development. Sixty percent of our faculty holds PhDs or law degrees and we offer our students over 320 courses.

We encourage you to visit our campus if you can. If you have not made a commitment as to where you will attend college next fall, I hope you will carefully evaluate the information contained in this letter and seriously consider our university.

My very best wishes to you for a successful collegiate experience, and I sincerely hope you will be joining us in the fall.

**C** Sincerely,

Robin Smart  
Director of Admissions

**D** © University of Learning, Acceptance Letter, <current date>

### Instructions to the MS Word Specialist

1. Using Microsoft Word, open a new document.
2. Save the document as **Project W-1 Acceptance Letter** in your "Word Projects" folder within the "College Concierge Projects" folder.
3. Unless otherwise noted, the font should be set to Times New Roman 12 point, and line spacing between paragraphs should be set to 1.5 point. Set 1 inch margins on all sides.
4. Key the content from **Document W-1**. Correct all errors that you find in the text as you key it in. There are 6 spelling, grammar, and punctuation errors in total. Your final version should not include any of the errors that you found in the document. Use spell check to help locate the errors.
  - Key the date, applicant's name, and greeting as shown in **Document W-1**. See icon **A**.
  - Key the body content as shown in **Document W-1**. See icon **B**.
  - Key the complimentary close. On the fourth line below the complimentary close, key the sender's name and official title as shown in **Document W-1**. See icon **C**.
  - Key the footer as shown in **Document W-1** using point size 10. See icon **D**.
5. Carefully proofread your work for spelling, grammar, and accuracy. Be sure that your finished document is a block-style letter.
6. Resave the file.
7. Print a copy of the document if required by your instructor.