

## Form Letter Assessment

**Problem:** As owner of Pine Valley Campground, you would like to send form letters to recent guests, thanking them for their stay.

**Instructions:**

Pine Valley Campground is located at 8754 Wilderness Lane, Harpville, KY 42194. Their website address is [www.pinevalley.com](http://www.pinevalley.com) and email address is [info@pinevalley.com](mailto:info@pinevalley.com). In the form letters, thank guests for their recent stay-identifying the starting date of their stay, the type of campsite they stayed in, and the length of their stay. Mention you hope they enjoyed their stay and look forward to seeing them again. Also mention that they will receive a 10 percent discount on any future stays this season if they bring this letter to check in.

Create and format this form letter. Use Pine Valley's contact information in the sender information in the main document. The merge fields for the data source are in the table below (5 records). All merge fields should be at least once in the form letter. Merge all records into one Microsoft Word file. Your form letter should be no longer than 1 page and your merged document should be exactly 5 pages long. Upload the Microsoft Word file that has all of your merged records.

Title	First Name	Last Name	Address Line	City	State	Zip Code	Site Type	Reservation Date	Length of Stay
Mr.	Jonah	Weinberg	3509 Clark St	Harpville	KY	42195	Tent	September 8	Two nights
Ms.	Shannon	Malley	132 Cherry St.	Hill City	KY	42002	Full hookup	September 12	Four nights
Mr.	Tyrone	Davis	908 Wilson Ct.	Harpville	KY	42194	Water and electric	September 7	Three nights
Ms.	Lou	Drake	172 Park St.	Blackburg	KY	42392	Full hookup	September 8	Two nights
Ms.	Roberta	Jeffries	201 Timmons Place	Horizon	KY	42509	Tent	September 10	Two nights