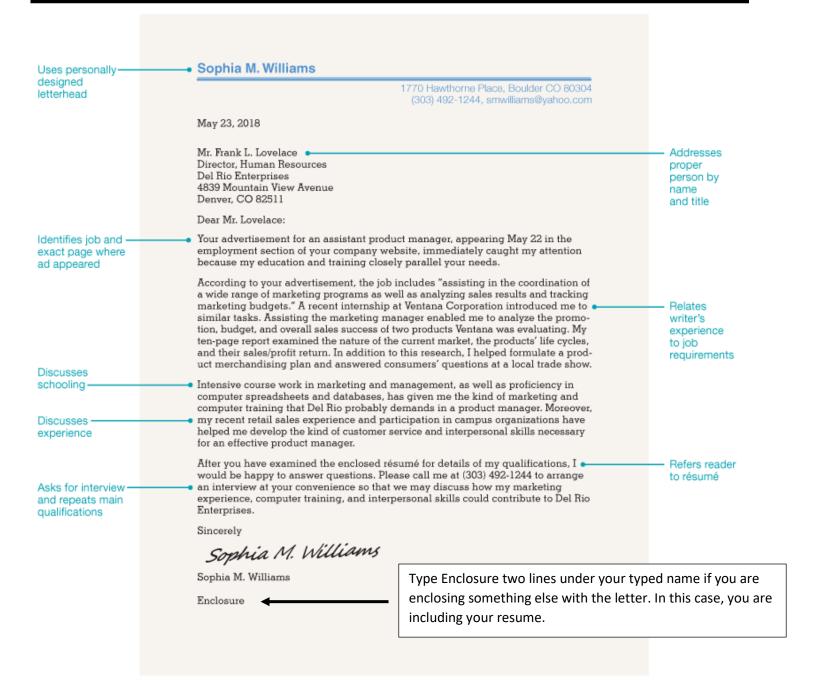
Figure 15.16 Solicited Cover Letter



Line Spacing:

- 3 blank lines after date and before Sincerely, (hit Enter 4 times)
- One blank line between paragraphs
- One blank line before and after salutation
- One blank line before Sincerely,
- HINT: Choose the "Normal" style in Word before beginning so your spacing is not off