

# Word Processing Exercise 12

## Using Tab Stops

Produce the following business letter. Use **DECIMAL TAB STOPS** in the production of the table in the letter **LEFT JUSTIFIED TAB STOPS** with **LEADER CHARACTERS** in the production of the application form.

### GRASSROOTS TENNIS CLUB

106 Waterme Road, Carlingford, NSW, 2118

<today's date>

Ms Paula Romano  
24 Gleason Court  
Carlingford, NSW, 2118

Dear Ms Romano

Thank-you for your interest in our special offer to join the Grassroots Tennis Club. We believe the club is one of the finest in Sydney and we certainly welcome new members. Our fees are listed in the following table:

Membership Type	Normal Fee	Special Offer
Joining Fee	\$50.00	\$535.00
Senior Membership	\$5.00	\$295.00
Junior Membership	\$5.00	\$95.00

Please detach and complete the Membership Application Form at the bottom of this letter and send it to the Club President.

Yours faithfully

Peter Romano  
Secretary

#### MEMBERSHIP APPLICATION FORM

Surname Ms/Mrs/Miss/Mr .....

Given Names .....

Home Address .....

..... Postcode .....

Telephone: Business ( ..... ) ..... Home ( ..... ) .....