

### Top Flight Sample Form Letter

TechnoFurniture Company  
1234 Dinette Road,  
Bedrome, TV

Dear «Employee\_Name»,

Congratulations! You are a top flight employee.

The TechnoFurniture Company is rewarding employees who generate top yearly sales. As a «Position» in the «Territory» your yearly earnings totaled \$«Yearly\_Sales». For this fabulous effort, you are receiving a weekend away in Bahamas at a fabulous resort.

Thank you for your dedication and commitment,

Christa Love  
Top Flight Incentive Program Coordinator

Students learn how to merge data from a Microsoft Excel workbook into a form letter created in Microsoft Word.

This skill is used to create a personalized letter addressed to the top sales agents in the company. This letter explains the bonus they receive as a result of their efforts.