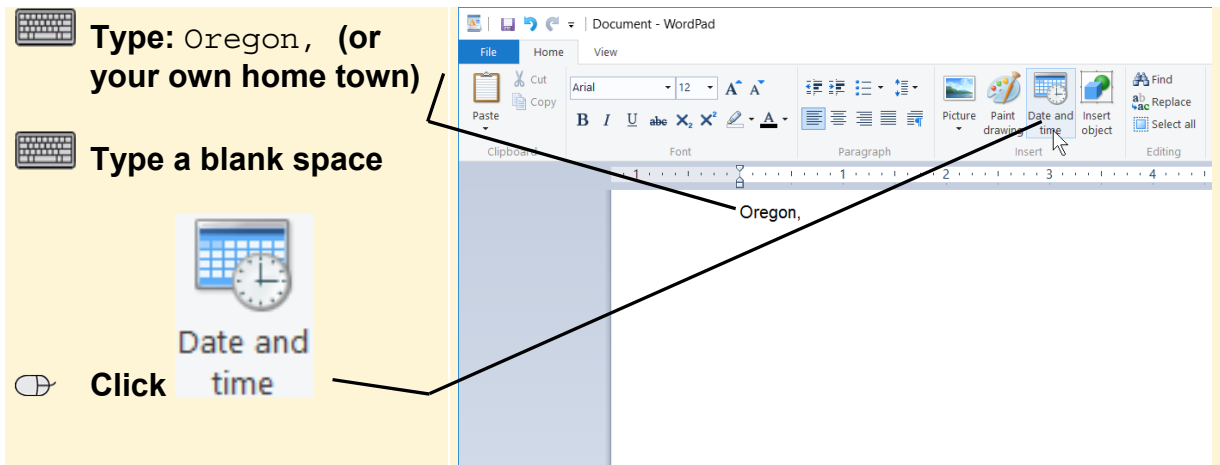


Now you can start composing your letter. You begin by typing your place of residence, and then the date. You do not need to type the date yourself. *WordPad* has a special command that will do this job for you.



You will see a menu in which you can select the date format:

