Additional Exercise 2 Solution

Task 1 - Your file should be saved with the filename **contact** and should look like:

Task 2 - Your file should be saved with the filename **mkcust**. It should be 3 pages long and the first page should look like:

Customer No: 85

Dear Mr Barrett

Please take a moment to check that we have the correct contact details for you:

21 Dalvina Place
Milton Keynes
MK9 6JF

If there are any changes needed, please don't hesitate to call John on 01189 369800

Learner Name