

AKWARE BAKERY

100 Baringo Road

Mogotio, Kenya

January 12, 2023

Mr. Amos Amge
Amge Poshomill
300 Baringo Road
Mogotio, Kenya

Dear Mr. Amge,

Please confirm that you have received last month's payment. We would like to make the same order for this month.

Sincerely,
Ms. Akware

Instructions

1. Heading

- a) Use size 40 "Cinzel Decorative" font
- b) Align text center

2. Bakery Address

- a) Use size 20 "Carlito" font
- b) Align text center

3. Date

- a) Use size 20 "Carlito" font
- b) Left-align text

4. Poshomill Address & Letter Body

- a) Use size 20 "Carlito" font
- b) Left-align text
- c) Indent paragraphs 1cm

5. Greeting & Signature

- a) Use size 20 "Carlito" font
- b) Left-align text
- c) No indentation