

Use some 12pt font other than Times Roman.

Include the date, right justified

June 5, 1661

Sir Isaac Newton
Trinity College
University of Cambridge
Cambridge CB2 1TN
UK

Address your letter appropriately

Dear Mr. Newton,

I'm pleased to hear that you've decided to attend Trinity College, Cambridge this autumn. Blah blah blah...

You'll no doubt have a paragraph or so of stuff to say here

One common question new computer buyers tend to ask is what sort of computer would be appropriate for their work. You'll end up doing this, that, and the other thing, so you'll need blah blah blah...

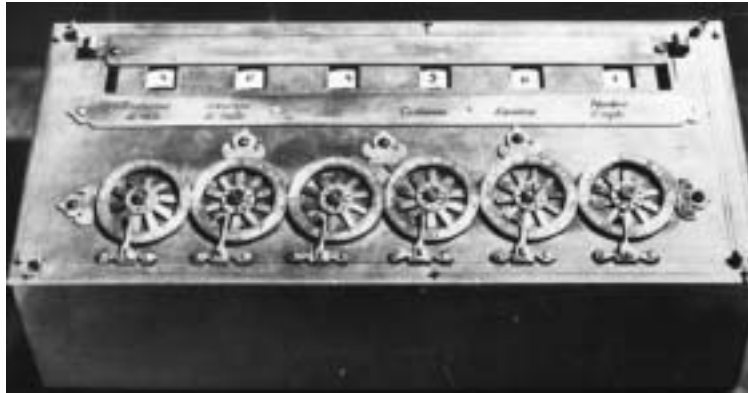
Discuss whatever is appropriate for your audience

We suggest that you purchase a Pascaline mechanical adding machine. These are the latest in mechanical computing technology (well, they're now nearly 20 years old, but that's not long in the 1600's), and given that high-speed electronic computers won't be invented for another 300 years, this is the best we can do. That is, unless you can afford to hire your own computer/valet. Further, it supports no programming languages, but they haven't been invented yet either.

Discuss the details of the computer and why it's appropriate.

Don't use page numbers.

Here is an image of the machine:



Include an image of the machine.

Include a reference to where you got it, centered in smaller font.

Image from <http://www.thocp.net/>, 22 October 2004

This should proved useful to you as you perform the calculations required to invent Calculus. The specifications on the Pascaline (version 1.0) can be found at:

<http://www.thocp.net/hardware/pascaline.htm>

Include a full URL to the system specifications

If you have any further questions, please don't hesitate to contact us.

Sincerely,

Keith Vander Linden