Dear Harry

I am writing to inform you that the age of technology has finally arrived in my life and I have purchased a new Personal Computer, I have to admit that after years of trying to avoid them I have just completed a computer training course and have been absolutely converted to the idea of using them on a daily basis.

You will see by this letter that I have become proficient in the use of the word-processor; I am also pleased to say that I am using the spread sheet and the database packages too. Of course like all computer users I am becoming totally dependent on my machine and panic at the thought of a power cut or system failure.

I look forward to seeing you at the next local computer user conference in July.

Yours sincerely

Ben Holden