

## Typing Portfolio Sample

Dear Sir/Madam,

I am writing to demonstrate the clarity and professionalism I provide in all my document typing services. Each project is handled with precision, ensuring correct formatting, clean layout, and fast turnaround times.

Whether it's formal letters, academic reports, or business proposals, my focus is on delivering high-quality work that meets client needs.

Features of My Typing Service:

- Accurate and fast typing
- Professional formatting
- On-time delivery
- Clean layout with proper structure

Sample Table Format:

Item	Description	Price (\$)
Document Typing	2 pages professionally typed	5
Proofreading	Basic grammar and spell check	3
Formatting	Headings, bullets, alignment	2