

## Letter Assignment



Using your notes and information from your packets you are to select 2 of the 3 complaint scenarios and type a formal complaint letter to your chosen companies. One of your complaint letters should be typed in **Block Format** and the other should be written in **Modified Block**. *All letters should include your own personal letterhead.*

Upon finishing your letters you should trade with a partner and proof one another's letters. Using your proofreaders sheet you should make corrections and/or suggestions. When you are finished proofing your partner's letter, you the proofreader should sign the bottom of the letter you proofed and return to the writer for final copy preparations.

*In order to receive full credit for this assignment you must submit 4 typed letters (2 rough drafts proofed and signed by your partner and 2 final copies free of spelling errors and formatting flaws). All letters should be written in a professional manner failure to do so will result in a reduction of points.*

**REMINDER :** Each paragraph should be a minimum of 4 well thought out sentences that clearly addresses the issues. Each letter should be one page in length.