Keyboarding and document process

CBUS 234

Work sheet (1)

**Question 1 :-**

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| --- | --- |
| January 27, 20 | Date |
| Ms. Laura Green  Account Executive  TurboNet Express  Two Pine Avenue  Long Beach, CA 90802 | **Name of recipient** |
| Kathleen Franco  Information Technology Specialist | **writer’s identification** |
| urs | REFERENCE INITIALS |

**Body:**

Our company is interested in hosting an educational seminar this spring—one that

will focus on meeting the growing need for information industry professionals to

keep abreast of emerging new technologies. This year we are specifically interested

in information on high-speed Internet connections.

I understand that TurboNet Express specializes in these seminars and that you also

help businesses analyze their needs and choose an appropriate solution. I am in the

process of contacting several companies similar to yours that might be interested

in conducting these seminars. If you will contact me by Thursday or Friday, we can

discuss this further.

I appreciate the fine service we have always received from you in the past, and I look

forward to hearing from you very soon.

**format a business letter in block style:-**