Keyboarding and Document Process

CBUS 234

Work sheet (3)

***Question 1***

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| June 3,20-- | Date |
| computer design | Subject |
| Hampton Associates Inc. | Company Name |
| Mr. Andres Macias  Director of product Development Hampton Associates Inc.  San Francisco ,CA  94102-1925  Dr.Kay Smith  Professor Director of Business  Grove City College  Grove City, PA 1627  Dr.Albert Russell  Appalachian State University  Boone , NC28608 | **Name of recipient** |
| Alice Karns  Product Development Manager | **writer’s identification** |
| urs | **Reference Initials** |

**Body:**

Have you had customer group assist you or provide you with advice related to pending business decisions regarding computer design? Such design standards would include industry wide interfaces and computer hardware and software.

I recently read an article discussing the influence consumer opinion can have on the design of various computer components. This very interesting article concluded that if customer demand standardization in computer hardware, participate in focus group, and band together with other customers, they will see results reflected in the marketplace.

I am considering organizing several focus groups and, therefore, would appreciate any advice you might have. I know your expertise will prove to be invaluable, and I thank you in advance for your time and consideration.

Sincerely yours,

1. Change the letter format to modified block style.
2. Edit the postscript at the end of the memo.
   * 1. **PS**: "*you* ***will be reimbursed for all expenses***".
3. Send a blind copy (**BC**) of the letter to Dr.Smith.
4. Delete the last paragraph and replace it with this :

*"****I would certainly appreciate meeting you and discussing this in person. Your advice is very valuable, and your reputation in this industry is stellar. I will contact you soon****".*