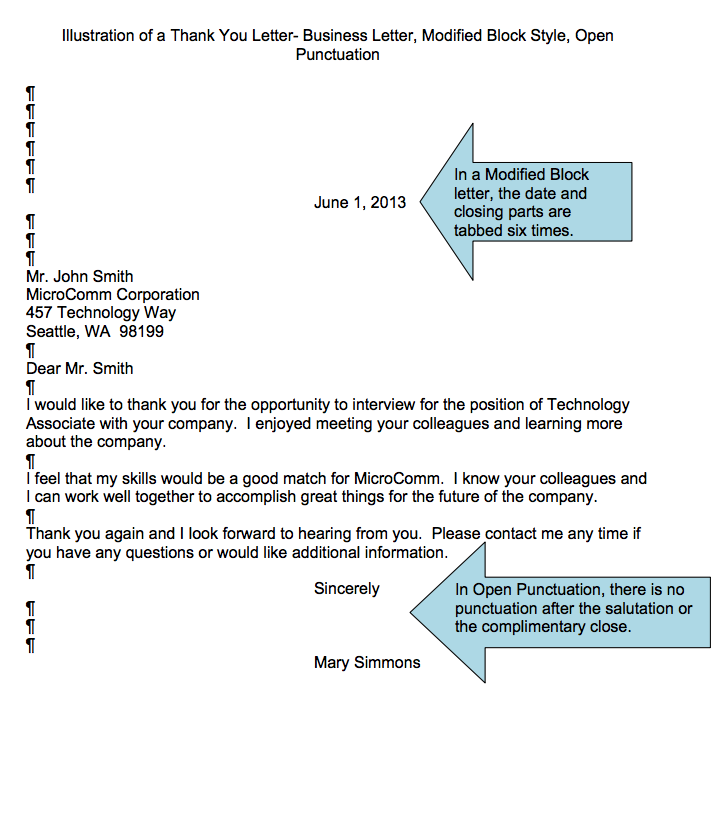
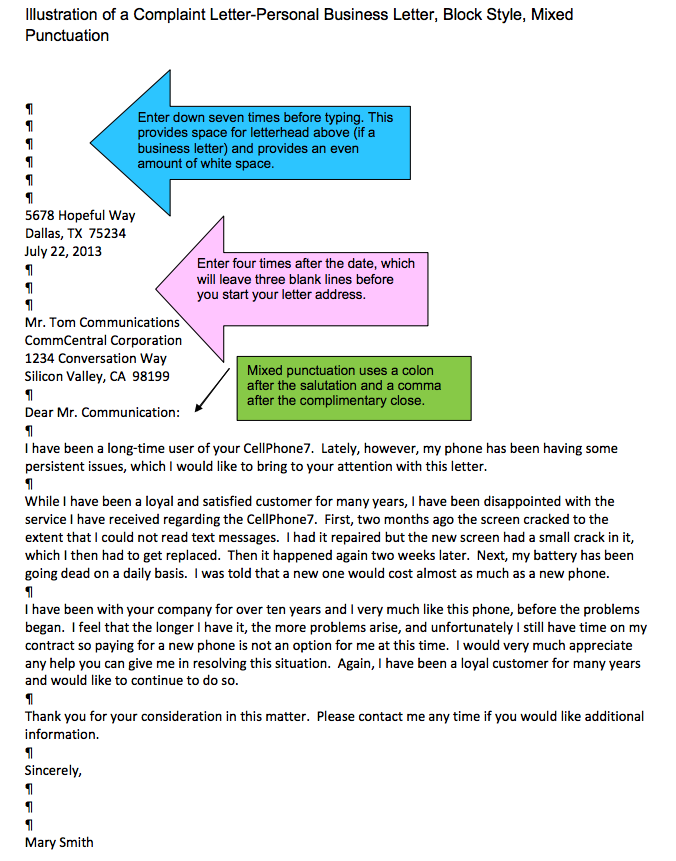
**Business Document Formatting**

**Informal Assessment**





**Letter Parts**

**SPACE**

**DATE**

**LETTER ADDRESS**

**SALUTATION**

**BODY**

**BODY**

**BODY**

**COMPLIMENTARY CLOSE**

**LETTER WRITER**