

MODELOS DE CARTAS

Carta estilo bloque; puntuación mixta:

↓5X
 Fecha September 5, 20-- ↓4X

↓2X
 Dirección Ms. Joan R. Hunter
 Bolwater Associates
 One Parklands Drive
 Darien, CT 06820

↓2X
 Saludo Dear Ms. Hunter:

↓2X
 Texto You will soon receive the signed contract to have your organization conduct a one day workshop for our employees on eliminating repetitive-motion injuries in the workplace. As we agreed, this workshop will apply to both our office and factory workers and you will conduct separate sessions for each group.

We revised Paragraph 4-b to require the instructor of this workshop to be a full-time employee of Bolwater Associates. In addition, we made changes to Paragraph 10 c to require our prior approval of the agenda for the workshop.

If these revisions are satisfactory, please sign and return one copy of the contract for our files. We look forward to this opportunity to enhance the health of our employees. I know that all of us will enjoy this workshop. ↓2X

↓4X
 Despedida Sincerely,

↓2X
 Firma Jeffrey Olszewski
 Jeffrey Olszewski, Director

↓2X
 Iniciales fej

Carta estilo bloque modificado; puntuación abierta:

Left tab: 3.25"
 ↓5X
 →tab to centerpoint May 15, 20-- ↓4X

Mr. Ichiro Xie
 Bolwater Associates
 One Parklands Drive
 Darien, CT 06820 ↓2X

Dear Mr. Xie ↓2X

I am returning a signed contract to have your organization conduct a one-day workshop for our employees on eliminating repetitive-motion injuries in the workplace. We have made the following changes to the contract:

↓2X
 Lista numerada

1. We revised Paragraph 4-b to require the instructor of this workshop to be a full-time employee of Bolwater Associates.
2. We made changes to Paragraph 10-c to require our prior approval of the agenda for the workshop.

If these revisions are satisfactory, please sign and return one copy of the contract for our files. We look forward to this opportunity to enhance the health of our employees. I know that all of us will enjoy this workshop. ↓2X

→tab to centerpoint Sincerely ↓4X
 Chalita Dudley
 Chalita Dudley, Director ↓2X

pec
 Enclosure

↓2X
 Anotación de Anexo

Carta simplificada:

↓5X
 October 5, 20-- ↓4X

Mr. Dale P. Griffin
 Bolwater Associates
 One Parklands Drive
 Darien, CT 06820 ↓3X

↓3X
 Línea de asunto WORKSHOP CONTRACT

I am returning the signed contract, Mr. Griffin, to have your organization conduct a one day workshop for our employees on eliminating repetitive-motion injuries in the workplace. We have amended the following sections of the contract:

↓4X
 Lista a espacio sencillo

- Paragraph 4-b
- Table 3
- Attachment 2

If these revisions are satisfactory, please sign and return one copy of the contract for our files. We look forward to this opportunity to enhance the health of our employees. I know that all of us will enjoy this workshop. ↓4X

↓2X
 Rogena Kyles
 ROGENA KYLES, DIRECTOR

↓2X
 Anotación de copia
 iww
 Enclosure
 c: Legal Department

Carta personal, bloque modificado:

Left tab: 3.25"
 ↓5X
 →tab to centerpoint July 15, 20-- ↓4X

Mr. Luis Fernandez
 Vice President
 Arvon Industries, Inc.
 21 St. Claire Avenue East
 Toronto, ON M4T 1L9
 CANADA ↓2X

Dear Mr. Fernandez: ↓2X

As a former employee and present stockholder of Arvon Industries, I wish to protest the planned sale of the Consumer Products Division.

According to published reports, consumer products accounted for 19 percent of last year's corporate profits, and they are expected to account for even more this year. In addition, Dun & Bradstreet predicts that consumer products nationwide will outpace the general economy for the next five years.

I am concerned about the effect that this planned sale might have on overall corporate profits, on our cash dividends for investors, and on the economy of Melbourne, where the two consumer products plants are located. Please ask your board of directors to reconsider this matter.

→tab to centerpoint Sincerely ↓2X
 Jeanine Ford ↓4X
 Jeanine Ford
 901 East Benson, Apt. 3
 Fort Lauderdale, FL 33301

↓2X
 Dirección de emisor