

Mrs. Janet Doe
Indiana University Kelly School of business
801 West Michigan Street
Indianapolis, IN 46202

Ms. Susanne Taylor
ABC Guarantee Company
3401 Providence Avenue
Anchorage, AK, 99508

Dear Suzanne;

Pursuant to our telephone conversation of September 25, this is to advise you that two (2) agent's packages will be sent to you on September 27th. Due to the fact that you need these immediately; we are using federal express. This is something that we defiantly want to make sure you have so be sure to call us when its arrived.

Although its unfortunate that we cannot offer a 50/50 commission split, we are able to offer new agents a 60/40 ratio commission split. Their are two new agreement forms that show this commission ratio. When you get ready to sign up a new agent have her fill in both froms. Your always welcome to refer him to HR for this.

When you send me an executed agency agreement, please make every effort to tell me what agency package was assigned to the agent. We want our costumers to be completely happy with out projects. On the last from that you sent, you overlooked this information. We need this information to distribute commissions in an expeditious manner. New mangers defiantly want there commissions to be processed.

If you have any questions, don't hesitate to call on me.

Very truly yours,

Jane Doe

Directions :

1. Download this letter and see what the Spelling and Grammar check find.
2. List what the spell check suggests.
3. Look at the rest of the letter and write down what the Spelling and Grammar check did not find.
4. List the corrections that need to be made.

Rubric:

There are at least 50 issues with this letter---you will receive two points for each correction that you find.

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below F

