

Business Letter

1. Full Name Of A Person
2. Full Name Of A Person
3. Full Name Of A Person
4. Adjective
5. Noun - Plural
6. Noun - Plural
7. Adverb
8. Adjective
9. Adjective
10. Adjective
11. Adverb
12. Adjective
13. Number
14. Adjective
15. Noun
16. Adverb
17. Verb - Present Ends In Ing
18. Noun
19. Month
20. Skill
21. Skill
22. Skill
23. Hobby

24. Hobby _____

25. Hobby _____

26. Adjective _____

27. Full Name Of A Person _____

Business Letter

_____ Full Name of a Person _____

The Deshpande Foundation
BVB College of Engineering and Technology
Vidyanagar, Hubli 580031
Karnataka, India

October 4, 2012

_____ Full Name of a Person _____

Deshpande Education Trust
Deshpande Susandhi-Koutilya Fellowship
BVB College of Engineering and Technology
Vidyanagar, Hubli, 580031
0836-2378500

Dear _____ Full Name of a Person _____,

Thank you for your _____ Adjective _____ presentation on _____ Noun - Plural _____ last weekend. I learned much about _____ Noun - Plural _____. I _____ Adverb _____ hope that I can to you speak again soon. Your speech was _____ Adjective _____, _____ Adjective _____, and _____ Adjective _____. I listened to each word _____ Adverb _____.

I learned much from your _____ Adjective _____ teaching. I am just a _____ Number _____ year old girl hoping to become a _____ Adjective _____ Noun _____ some day. I know I will _____ Adverb _____ remember your lessons. Thank you for _____ Verb - Present ends in ING _____ Noun _____ with us.

If you have time, I hope that you could speak with me about employment opportunities at the Deshpande Foundation. I will be graduating in _____ Month _____ from the Deshpande Susandhi Koutilya Fellowship. My skills include _____ skill _____, _____ skill _____, and _____ skill _____. My hobbies include _____ hobby _____, _____ hobby _____,

and _____^{hobby}_____. I think I could be a _____^{Adjective}_____. employee for your organization.

I look forward to speaking with you very soon.

Sincerely,

_____^{Full Name of a Person}_____