

# 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