**Business Block Letter**

***I wanted two take this opportunity to thank you for the excellent job you did in arranging financing for our project. We appreciate the fact that you made yourself available for discussion seven days a week. We were impressed by your thourough knowledge of financing and investment banking. / We have been dealing with our new financial institution for about a week now. The advantages of association with this institution are already apparent. I feel as though we have taken a quantum leap forward in progress. / I wood not hesitate to retain your services again and to recommend you’re firm to any company seeking the best representation.***

***Sincerely / Your Name / President / Dixie Cleverelle / 28 Green St., Suite 14 / Upstate, NY 10947 / Janaury 15, 2013 /***

**Please create a business block letter from the above. This business letter is from you and please use today’s date. After completing the business letter please proof for mistakes and misspelled words.**

**Memorandum**

**John M Smith / Talent Night in St. Petersburg / Our “Talent Night in St. Petersburg” promotion was greeted with a great deal of enthusiasm by the community, and I want to take this opportunity to thank you for all of your encouragement and support.**

**Please create a memorandum from the information above. This memorandum is from you and please use today’s date. After completing the memorandum, please proof for mistakes and misspelled words. After creating the memo please e-mail both documents to me at** **lkingclass@gmail.com****. Subject: Midterm**