

# [Session long project essay](https://assignbuster.com/session-long-project-essay/)

[Business](https://assignbuster.com/essay-subjects/business/)

On the 5th of April 2008, I received a letter from the Commanding Officer of the USS SHIP, with word that I am among those who qualify for Military STAR’s interest rate program, who should be in contingency area, as mentioned in the DoD Financial Management Regulation, Volume 7A, Chapter 10 for a minimum period of 90 consecutive days.  Having been qualified for the deployed status, it says that I will automatically receive reduction at the interest rate of 6% for those 90 days.  This I should have received, but my case was held last week because my account was in a collection status when I requested on March 15, 2008.

I did not receive word that my account should not be in collection status when I applied for the program.  As I was able to change my status on April 12, a day after my case was held, would I still be eligible for the program dated on the 5th of April? Please let me know, since this is very crucial for me.  Thank you.  Goodwill E-mail Subject:           Interest rate programDate:               April 20, 2008From:              SH1 [first name] Moore, U.

S. NavyTo:                  Jane Doe, Military STAR Customer Service Center Thank you for your reply letter, which I received yesterday.  I shall follow your advice and apply for a reconsideration of the case.  I will write a formal letter and send it via airmail to Exchange Credit Program, P.

O. Box 650410, Dallas, TX 75265-0410 on or before May 5, 2008. I look forward to seeing you all by next month if I am to be readmitted.  As my account has been in good standing, I believe I have a good chance of being accepted again as an applicant. More power to you all! AnalysisThe principles of creating good news messages and routine messages are centered on the following issues: first is to center on what the reader has to know or understand; second is to put more positive emphasis, even if there are negative events; third is to be formal yet friendly and bias-free; fourth is to protect the reader’s knowledge and ego by avoiding blame or too detailed explanation; fifth is to put nothing more than what you have to say; sixth and final is to build rapport with the reader without getting too personal.  It should be centered on building bonds.