

Session long project essay

Business



**ASSIGN
BUSTER**

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.