

# Example of daniella rossellini essay

[Business](#), [Company](#)



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## **Training Director, Pan-American Corp.**

625 Howe Street, Suite 1440

## **Vancouver, British Columbia**

Dear Ms. Rossellini:

Thank you for your letter. It is true that Executive Communications has an excellent program for professional writing instructions and as a matter of fact, it is one of the most popular programs of its kind in the US. The good news is that by next year, the company is planning to come out with new and even better materials.

Congratulations on your upcoming seminar series on public writing and speaking. I am certain you will find our program on public writing very helpful, as did hundreds of business firms all over the country. The company, however, does not have any published materials on business speaking, but I can recommend to you a new program that is currently making waves in the US. Called Speaking out in Public, the program is created by New Dimensions Communication, which you can contact directly at . You can find out more about the program at [www. newdimensionscommunications/](http://www.newdimensionscommunications/).

The website of Executive Communication is [www.effectivewriting.com](http://www.effectivewriting.com). I am enclosing in this letter the complete procedure for accessing it. You can find all relevant and available materials on the website to assist you in public writing instructions during the seminars, including materials for seminar participants and instructor aids and materials. I am also sending you a copy of the book A Guide to Effective Writing in the Workplace together with an instructor's manual in PDF format. If you have any questions about the program, please feel free to contact me.

Sincerely,

**Samantha Fellini**

Donald Priest

Crystalware Products Corp.

666 Prosperity Street

**Lakewood, NJ**

Dear Mr. Priest:

I have been a customer of your company for about five years now and the reason why my patronage lasted this long is that I have always been satisfied with your service. It came as a surprise, therefore, when I received the package of Order #29009 from you last April 13.

As your record will show, I placed an order for six (6) 11-ounce goblets, six (6) 5 ½ -ounce wine glasses and six (6) 7-ounce champagne glasses – all Prestige Crystal Stemware - about a month ago. I requested for a delivery date of April 9 because my customer was going to use them as wedding gift, which will take place a couple of days after. Not only did the order arrived

two days after the wedding on April 13, it also contained two cracked pieces and the monogram was all wrong. Instead of the ' G' letter in Old English monogrammed on the glasses, they all displayed the letter ' C' in block lettering.

I am certain that all these resulted only from confusion, which can be easily rectified. I am, thus, sending the entire package back to you in the same condition that I received it so that the error can be set right and the cracked glasses can be replaced. My customer is willing to wait a little bit longer for the items as she has already talked to the newlyweds.

I hope for your prompt action on this matter. I would like to put this incident past me and resume business as usual between us.

Sincerely,

Sarah Bernhardt