

# Letter

Business



**ASSIGN  
BUSTER**

Client's 29 February To whosoever it may concern, Over the last couple of weeks I have realized that one can operate virtually and yet manage to accomplish everything without having an office. Having an office increases the expenditure and it is really important for me to save money at this crucial juncture in my life.

I have decided to vacate my existing office so as to relocate and accomplish everything by operating virtually. I have taken this hard decision to bring down my expenditure, I would love to have an office but honestly, it has become very hard for me to bear the ever increasing expenses.

Operating virtually has several advantages and it will work very well for me because the best thing about it is that it will significantly bring down my expenditure and I am convinced that one can do everything being virtually presents so there are hardly any drawbacks of operating virtually.

I hope I have given you logical and convincing reasons to support this tough decision which I have had to make because of the ever growing expenditure, hopefully this decision of mine will prove to a really useful one in the near future.

Regards.