

Written business communication (#4c)

[Linguistics](#), [English](#)



Business Communication Johnson Property Management 1960 NE Irving
Street Portland, OR 97209 Phone (503) 335-5443 February 12, 2014

Mr. Jim Smith

Chung Iron Works

2255NWyeON Avenue

Portland, OR 97210

Dear Smith:

I hereby write this email to you to inform you on some problems on the iron gates that were recently installed. I am kindly requesting that you send someone to come and inspect or work on them please, as soon as possible. On August 20, 2013, your business installed the iron gates in the NW 23rd neighborhood of our real estate, but a day ago some tenants reported some dissatisfaction on the same issue. The problem is that the gates do not match in height and they experience difficulty in opening and also, while locking them, also the same Iron Gate was painted, and in some areas rust is visible bleeding on the very surface of the gate.

I would like to kindly remind you on the yearly warranty that you issued when you installed the gates since I suppose that will help you track the information on the same. For more clarity, I have attached the company's proposal invoice to attest that the installation of the iron gates is still within the warranty and so still valid.

Please you can reach me at (503)335-5443 so we can arrange everything and also set a time to look at what can be done to the gates to solve all the problems. Thanks in advance.

A MEMO FOR PARKING GUIDELINES

TO: All Employees

FROM: Human Resource Manager

DATE: February 12, 2014

SUBJECT: reminder of parking policies

In order to make sure the parking movement of traffic and also, the smooth flow of activities, the entire employees are kindly requested to pursue the subsequent company guidelines:

Parking schedules and the strategy

The parking schedules will be as follows:

All day shift employees are required to park in lots A and Lots B in the assigned spaces. On the other hand, the daytime employees are reminded not to park in the curbs lots, but eventually they may loan spaces to other distinguished employees that is if the parking spaces are not in use. To receive the a white sticker, please stop by the relations, employee at the cafeteria October 1st and it will be from 11: 30 a. m. to 1: 30 p. m. and also 3: 00 to 5: 00 to take their applications and also be issued with the white parking stickers.

The swing shift employees may also park at the curb before evening at 3: 00. Furthermore, after 3: 00 p. m. all the swing shift employees are allowed to park in any empty parking space, even those for the Tandem, Handicapped or event management.

Setback areas to be addressed

For everyone's convenience, we are all encouraged to register ourselves with the employee relation. This way there will be no inconvenience caused to any employee as far as parking space is concerned. Please stop at the

cafeteria and get your white sticker at the most convenient time. All the tickets will be issued to all the cars that will not be having the sticker. By doing all that is needed there will be smooth parking activities and time also will be saved for more productive issues rather than things that are less productive.