

WRITING ASSIGNMENT FOR LESSON 8020-P A BUSINESS LETTER

This writing assignment is to accompany Lesson 8020 Business Letters. You are asked to write a business letter to achieve a certain purpose.

THE ASSIGNMENT

You are employed as a senior technician by Bartlett Electronics, 20265 East 65th Street, New York, New York 10105. You are asked to determine if Marken Industries makes an oscilloscope probe having a 10-to-1 attenuator in it with an input impedance greater than 20 megohms. You also want to know how much it would cost. If they don't have a 20-megohm probe, you want to find out what is the highest impedance 10:1 unit they make (and its cost). Marken is located at 135 Avon Rd., Balsave, Arizona 53222. You also want a copy of their oscilloscope catalog. Write a letter which will accomplish this purpose.

INSTRUCTIONS

The letter should be typed if at all possible. If not, then it must be written neatly in ink. Each part of the letter should appear in its proper location. For the letter, use the block style as described in the lesson.