

## *Activity: Formatting Challenge*

### **Task**

1. Format the text below as a business letter, using the appropriate conventions for the name and address of the sender, the date of the letter etc.

The Big Cheese Company  
39 Gloucester Road  
Belton  
Cheshire  
SY13 4RL

Mr W Wallace  
62 West Wallaby Street  
Wigan  
Lancashire  
WG7 7FU

24th December 2017

Dear Mr Wallace,

**Re: Cheese Hamper**

Thank you for your recent letter telling us about your prototype self-renewing all year round cheese hamper. We are fascinated by the idea, however we fear that it may lead to a decrease in sales and profits for our company. Therefore, we do not think that we shall be able to invest money to develop your idea further as you requested.

Thank you for your interest in our company.

Yours sincerely,

Mr J Wensleydale (Managing Director).