

# Business Letter

1. Full Name Of A Person
2. Full Name Of A Person
3. Full Name Of A Person
4. Adjective
5. Noun - Plural
6. Noun - Plural
7. Adverb
8. Adjective
9. Adjective
10. Adjective
11. Adverb
12. Adjective
13. Number
14. Adjective
15. Noun
16. Adverb
17. Verb - Present Ends In Ing
18. Noun
19. Month
20. Skill
21. Skill
22. Skill
23. Hobby

24. Hobby
25. Hobby
26. Adjective
27. Full Name Of A Person

# Business Letter

\_\_\_\_\_ Full Name of a Person \_\_\_\_\_

The Deshpande Foundation

BVB College of Engineering and Technology

Vidyanagar, Hubli 580031

Karnataka, India

October 4, 2012

\_\_\_\_\_ Full Name of a Person \_\_\_\_\_

Deshpande Education Trust

Deshpande Susandhi-Koutilya Fellowship

BVB College of Engineering and Technology

Vidyanagar, Hubli, 580031

0836-2378500

Dear \_\_\_\_\_ Full Name of a Person \_\_\_\_\_,

Thank you for your \_\_\_\_\_ Adjective \_\_\_\_\_ presentation on \_\_\_\_\_ Noun - Plural \_\_\_\_\_ last weekend. I learned much about

\_\_\_\_\_ Noun - Plural \_\_\_\_\_. I \_\_\_\_\_ Adverb \_\_\_\_\_ hope that I can \_\_\_\_\_ to you speak again soon. Your speech was

\_\_\_\_\_ Adjective \_\_\_\_\_, \_\_\_\_\_ Adjective \_\_\_\_\_, and \_\_\_\_\_ Adjective \_\_\_\_\_. I listened to each word \_\_\_\_\_ Adverb \_\_\_\_\_.

I learned much from your \_\_\_\_\_ Adjective \_\_\_\_\_ teaching. I am just a \_\_\_\_\_ Number \_\_\_\_\_ year old girl hoping to become

a \_\_\_\_\_ Adjective \_\_\_\_\_ Noun \_\_\_\_\_ some day. I know I will \_\_\_\_\_ Adverb \_\_\_\_\_ remember your lessons. Thank you

for \_\_\_\_\_ Verb - Present ends in ING \_\_\_\_\_ Noun \_\_\_\_\_ with us.

If you have time, I hope that you could speak with me about employment opportunities at the Deshpande

Foundation. I will be graduating in \_\_\_\_\_ Month \_\_\_\_\_ from the Deshpande Susandhi Koutilya Fellowship. My

skills include \_\_\_\_\_ skill \_\_\_\_\_, \_\_\_\_\_ skill \_\_\_\_\_, and \_\_\_\_\_ skill \_\_\_\_\_. My hobbies include \_\_\_\_\_ hobby \_\_\_\_\_,

\_\_\_\_\_ hobby \_\_\_\_\_,

and           hobby          . I think I could be a           Adjective           employee for your organization.

I look forward to speaking with you very soon.

Sincerely,

          Full Name of a Person