



Job #6 Letter



Directions: Your next job will consist of writing a letter using Word. You are going to write a letter to the CFO (Chief Financial Officer) about the situation with the checking balance you did in Job #5. This will be a business letter that has closed punctuation and is a block style (formatting is just like in Job #2).

You need to inform Mr. Black (the CFO) that the checking account was overdrawn and then tell him by what amount. Let him know that you will be keeping a close eye on the checking balance and making sure the account is never overdrawn again. This letter should be at least two paragraphs (3-5 sentences per paragraph).

Good Luck!

Hint:

Your checking balance should have been overdrawn by \$463.91 if you did Job #5 correctly.