

Business Communication Second Task

Dear students...

Students who are present today should make an example of official letter. And those who do not present today please meet me directly before this Saturday.

#	Student's Name	Official Letter
1	ANDITA FAUZIA RANI ANNURAMADHANI CHRISTINE ANGGRRIANI	OFFICIAL MEMO
2	DESY VIANI SARI DEWI ANGGI ABDAN KURNIA GINA AMALIA	OFFICIAL INVITATION LETTER
3	AYUBI RAY TIARA DREAN PRIATAMA SURYANA MELAYUKI	AN AUTHORIZATION LETTER
4	FAISAL HARDIANSYAH SURYADI MONICA SABRINA TRYAN NUGRAHA	PERMIT APPLICATION LETTER
5	IRSAN ZULFIZARRAHMAN NURANI IDAM MAHMUD	LETTER OF COMPLAINT
6	MOCHAMAD SHALAHUDDIN SAID ABY HUSNI SUCI MAHARANI RENGGANIS F.	SUBMISSION OF CLAIMS LETTER
7	YOVAN FADAYAN REMINDO TZALSA BILA FAIRURRACHMAN IKHSAN	BILLING LETTER
8	MOHAMMAD FIRMANSYAH RINDA ROSARIA SISKA	PRESS RELEASE
9	EVI APRIYANI KIMBERLY PUSPASARI RIZALDI IMAM R.	NOTIFICATION LETTER

Term and condition:

1. You should do this task individually instead of group. Some students will make the same letter but I believe the letter content will be different. **THOSE WHO MAKE EXACTLY THE SAME LETTER WITH THE OTHER WILL GET PUNISHMENT.**
2. Anything contained in the letter are fictitious.
3. You have to finish this task before **MONDAY, OCTOBER 19th, 2015**. Please upload the file to the online class and also bring the printout to the class.

Thank you for your attention. Happy working and see you...