

# Business Communication Second Task

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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 19<sup>th</sup>, 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...