# Workplace Correspondence 2: Indirect Letter

**Due on Blackboard:** Friday, October 8 @ 11:59 p.m.
**Worth:** 10%

## OBJECTIVE

The purpose of this assignment is to practice analyzing and writing for your audience, demonstrating your understanding of the indirect structure writing technique, and using the correct format for a workplace letter.

For this assignment, you will draw on the information found in Modules 1 through 3 so be sure to carefully review these three modules to solidify your understanding of the concepts needed to complete the assignment before beginning your letter. Pay close attention to the letter structure that is used for the Indirect Structure example within Module 2.

Your letter **must** contain the 4 key elements of the Indirect Structure as follows:
1. Background
2. Technical Details/Analysis
3. Purpose
4. Close

## SCENARIO

Imagine you've graduated from Humber and have been working in your field for a few years. You are heading a team that is involved in a complex project with a series of tight deadlines that have not been met; this has put the project over budget, created a significant completion delay and has resulted in an upset client (and boss).

The main reason your team has fallen behind is due to a key suppler continually not meeting their delivery dates. This means you and your team are often left without vital supplies to complete elements of your project and as a result have lost days of production.

Your task is to write an Indirect Letter to the supplier outlining the issues that have resulted from them not meeting previously agreed upon delivery dates and letting them know that because of this, you are terminating your contract with them immediately.

## PARTICULARS

You are expected to invent whatever information you need to reinforce the scenario and the contents of your letter, so it reads as a legitimate issue and termination.

Your letter must be at least 200 words and not more than 1 page long.

The framework of your letter must be in correct letter format and include the receiver's address and your address, date, greeting, closing and signature (your name/contact info).

You will be graded on your ability to demonstrate your understanding of all requirements outlined in the OBJECTIVE section above.

Be sure to proofread and edit your writing for grammar, spelling, punctuation, proper capitalization and mechanical errors.

Save your letter as a .pdf or .doc/docx before you upload it to Blackboard.