

GRADE 10B  
BUSINESS LETTERS – LEVEL 1

Nicholas ...

...SK, Canada,

Wednesday March 28 2012

Michel Dobson  
Symtec  
234 Bitrate Drive  
Edmonton, AB, S1R0Z6

Dear Sir/Madam, my name is Nicholas . . . . ., I am 15 years of age and reside in . . . . ., Saskatchewan, Canada. I am also the head of an independent company known as NX Entertainment which relies heavily computers for file writing and distribution. Because of this I have very high demands in computer and internet security. Upon searching for a suitable software I found your software "Norton 360" comes highly recommended, so I decided to try it.

However only a few months after installing the software I found my computer infected and constantly crashing, description of the event is as follows. Everytime I would boot up my computer would load windows as normal but then it would instantly display the Blue Screen Of Death (crash screen) and restart repeating this process in an endless loop until power was manually cut off. This forced me to reformat my computer and lose all my important files. Now don't get me wrong I enjoy your software it has the most up to date virus database I've ever seen, My main problem is your firewall. Yes your so called "Smart" firewall is what I believe to be the main problem. You see with your up to date virus database a full system scan will often detect and remove a threat. However because of your lacking firewall virus's will infect my system and either go so deep that a scan won't detect them or infect my system so it'll crash too soon complete a scan. Now I wouldn't mind this so much as no software is perfect if it weren't for the fact that free software like Avast Anti Virus has a far superior firewall compared to your 50\$ utility.

So here is my request, work on the functionality of your firewall and perhaps work to add a few fails safes. I also suggest you sample the code of Avast Anti Virus's fire wall and other features so you can improve your firewall to block all threats and virus's in real time. Lastly I suggest you provide backup space for free to buyers of your software so I can backup my important files.

I hope you take these suggestions into consideration and thank you for taking the time to read my letter.

Sincerely

*Nicholas*

**GRADE 10B**

**BUSINESS LETTERS – LEVEL 2**

- spelling issues/audience

**General devilry to Soledad California, pick up by George Ilton.**

**September1<sup>st</sup>, 1939**

**Mr. & Mrs. Bear**

**Requesting you an offer on your farm you said you wanted six hundred dollars in our previous deal about you farm I would like to make an offer of four hundred fifty dollars to you on your farm.**

**I will send you a hundred dollar down payment on your farm, then at the end of the month I will send you three hundred fifty dollars witch would be a total of four hundred fifty dollars.**

**I will buy your farm for four hundred fifty dollars, if you accept my offer we will set up a time to finish our deal then I will move in as soon as possible.**

**Sincerely,**

**George Ilton**

GRADE 10B  
BUSINESS LETTERS – LEVEL 2

Ryan \_\_\_\_\_

\_\_\_\_\_  
Crescent

\_\_\_\_\_  
SK, \_\_\_\_\_

March 28, 2012

John Smith

Acer

4039 Toronto Street

Toronto, ON, S7S 1L6

Dear Acer,

My name is Ryan \_\_\_\_\_ and I am a grade 10 student from \_\_\_\_\_ Saskatchewan. My complaint to you is about my laptop battery no longer being able to hold a charge, and therefore, becoming useless.

My laptop's battery was at top condition about a year ago, it was spectacular. I could use it for hours at a time without ever running out of battery. However, now if the laptop isn't plugged in, it won't work. The battery never gains charge and is now completely impractical. Laptops are supposed to be portable and now my laptop is just a glorified Desktop. It's a real nuisance because every time I want to move it I have to shut it down, unplug it, and set it up somewhere else. Also, when I want to use it, I always have to remember to plug it in.

So I was wondering if you could send a replacement battery or give me some kind of solution that will solve this problem. Replacing the battery might just be a temporary fix because the first battery was temporary. Thank-you for your time and consideration on this issue.

Sincerely, Ryan

 \_\_\_\_\_

**GRADE 10B**

**BUSINESS LETTERS – LEVEL 2**

- 2 paragraphs only
- no salutation

General delivery Soledad California

April 20 1936

Box 111

Camphora, California

I'm sending this letter to tell you that I am interested in buying your farm. I have \$350 right now and will send \$100 as a down payment. At the end of the month we will have \$450, and I hope that's enough. I know that you wanted \$600 for it but this is as much as we got so I hope you lower the price for us. If we need more it will take another month before we could make the \$600 but we might not be able to make it.

It's been Lennie's and my dream to own your farm and live off of the land. We want cows, chickens, pigs, a berry patch, and rabbits. Lennie wants to tend the rabbits because they are so soft. He always wants me to talk about your farm and how we will live when we get it. So we hope you will let us buy it from you.

Sincerely,

George Milton

GRADE 10B  
BUSINESS LETTERS – LEVEL 3

General Delivery  
Soledad, California

August 14, 1936

Box 238  
Gonzales, California

Dear Mr. and Mrs. Hamstring,

In regards to our earlier conversation about buying your farm, I would like to confirm that I would be delighted to buy it.

I realize that your asking price for the farm is currently \$600. I would be grateful if you could lower the price to \$450. I only have \$300, but at the end of the month I will have a total of \$450. If you do not lower the asking price, it will be another month that you will have to wait until I get the rest of the \$150.

I look forward to hearing from you soon if you follow through with the offer. Please write back to me and then I will send you \$100 as a down payment.

Yours sincerely,

A handwritten signature in cursive script that reads "George Milton". The signature is written in black ink and is positioned above the printed name.

George Milton

## GRADE 10B

### BUSINESS LETTERS – LEVEL 3

- info is complete
- all parts included
- purpose
- complete details
- intent clear

Macduff Castle  
KY15 7RU  
Scotland

August 1, 1057

His Majesty the King  
WINDSOR CASTLE  
Windsor, SL4 1NJ  
UNITED KINGDOM

Dear Your Royal Highness King Edward of England,

We have a problem, we have to kill His Royal Highness, Macbeth and remove him from the throne. We have to remove him from the throne because he is very suspicious lately. Everyone in Scotland needs your help with the HRH Macbeth problem.

HRH Macbeth is very suspicious because Duncan, the king before HRH Macbeth, was murdered. HRH Macbeth killed the guards that were guarding Duncan because the guards killed Duncan. I don't really think the guards did though. I think HRH Macbeth framed the guards but I am not really sure how. There is other nasty things that HRH Macbeth as done. Macbeth is causing to many problems here in Scotland, it is terrible. Please help Edward. Please.

Do you think you could help? We need to get rid of him as soon as possible. Before he does something horrible. Maybe you could send some of your army over. Thanks for your time, contact me as soon as possible. Thanks.

Your Loyal Servant,



Macduff  
Thane of Fife

GRADE 10B  
BUSINESS LETTERS – LEVEL 3

General Delivery  
Soledad, California  
August 28, 1936  
Box: 8924 ZIP: 93960  
Camphora, California

Dear Mr. and Mrs. Jessop,

I am writing in regards to our earlier conversation about buying your farm.

I would like to inform you that I am interested in buying your property. I realize that the current list price of the property is six-hundred dollars. I apologize for the fact that I will only be able to give you three-hundred and fifty dollars presently. I would like to ask if this amount of money will be enough to hold it. I must also let you know, that this sum will be earned in a month's time, though additionally I will have to continue to work at a farm in Soledad to make up for the rest of the money. If this is an unacceptable solution as to the issue dealing with money, I am asking you to inform me of this.

Currently I am working at this farm with my partners who would also like to buy the farm with me. With our combined efforts we hope we can be on our way to owning your farm. If you sell us the farm, my partner Candy will send you a down-payment of one-hundred dollars to secure the purchase. I am writing you, to ask of your position, and to find out if we may eventually purchase your property.

I would like to purchase this farm above any other properties I have come to know about, because it appears to be ideal for my partners and I. I assure you in the knowledge that I have only good intentions for this property, and that I will work hard to provide you with the money I intend to earn. I have written this letter with the intent of learning where we stand in this situation, and whether or not we can buy this property you have listed. I now request your feedback, and thoughts for the future of this listing.

Sincerely,



George Milton

**GRADE 10B**  
**BUSINESS LETTERS – LEVEL 4**

Macduff Castle  
KY15 7RU  
Scotland

August 1, 1057

His Majesty the King  
WINDSOR CASTLE  
Windsor, SL4 1NJ  
UNITED KINGDOM

Dear Your Royal Highness King Edward,

As you may know, recently our king Duncan has been murdered. Now, Thane of Glamis, Macbeth has taken over as king. I am very suspicious of him. Duncan was visiting Macbeth's castle the night he was killed. In the morning when we found Duncan, it appeared to be the guards that killed Duncan, but why? The guards had no reason to hate Duncan. Macbeth on the other hand, would be the one who would benefit from Duncan's death. Macbeth killed the guards out of rage, but this could have been so that the guards could not deny killing Duncan. To cover up the fact that it was Macbeth that killed Duncan. I strongly believe that it was Macbeth who killed our Duncan so that Macbeth could become king.

Recently, Macbeth held a banquet at his castle. During the banquet Macbeth went crazy. He was seeing the ghost of Banquo in his chair. Banquo was invited to the party, but he did not show. Later that night, Banquo was found dead. He had been murdered. I have come to the conclusion that because Macbeth was seeing Banquo's ghost before anyone knew about his death, that it was Macbeth who arranged to have Banquo killed. I am not sure why Macbeth would have wanted to kill Banquo. They were great friends, so I thought.

It has been ever since Macbeth has taken over as king that these strange things have started happening. I am asking for your help to get rid of Macbeth. The people of Cawdor are very concerned about the suspicious behavior that has been happening lately. Some people are even afraid. All I ask is for some help getting rid of Macbeth. The safety of our people is concerning me and the evidence I have proves that Macbeth is a very dangerous man. So for the safety of the people of Cawdor, please help me to get rid of Macbeth.

Sincerely,

*Macduff, Thane of Fife*

Macduff, Thane of Fife  
KY15 7RU  
Scotland



**GRADE 10B  
BUSINESS LETTERS – LEVEL 4**

Riel

Saskatchewan

March 29, 2012

The Honourable Brad Wall  
Premier of Saskatchewan  
Government of Saskatchewan  
226 Legislative Building  
Regina, Saskatchewan, S4S 0B3

Dear Mr. Brad Wall,

My name is Riel and I am a Grade 10 student from \_\_\_\_\_ While I believe your government has been doing a generally admirable job thus far in governing the province, I would like to add support to the many who have already complained over your government's short-sighted decision to end the Saskatchewan Film Employment Tax Credit.

As an aspiring film producer who has belonged to several movie-production clubs in the past, as well as presently owning my own independent film company and belonging to one run by a friend, I feel the end of the credit cripples producers and makes the province seem provincial. The credit has helped shows such as CBC's Little Mosque on the Prairie, and CTV's Corner Gas – perhaps one of Canada's greatest comedies of all time, syndicated in 26 countries and you, Wall, had even guest-starred in an episode – both popular shows that have garnered much attention toward the province, get produced in Saskatchewan. At a time when Saskatchewan's reputation has been improving – we have the two fastest-growing cities in Canada, large reserves in potash, uranium, and fossil-fuels, quite possibly reserves of gold and diamonds – a strong film industry really benefits the province. It provides "free advertising and promotion" and enhances Saskatchewan's profile among the movers and shakers of New York and California. In addition, it creates jobs in a way that is environmentally friendly.

I would like to see the tax credit re-instated – my voice added to those of big celebrities like Brent Butt, Kim Coates, and Hunger Games film star Wes Bentley (the Hunger Games a movie receiving critical acclaim and grossing more than \$200 million at the box office) as well as the husband and wife producers of the award-winning animated Wapos Bay. While it cost the province \$8 million a year and \$100 million over its 14 year run, I believe the province has gained much more than \$100 million back in combined wealth and advertising, and, now, with the prospering province, it would likely help find Saskatchewan greater success. While you have said you intend to find an "alternative" method to replace the credit, you could, at the very least, guarantee that the credit remains in place until you have consulted with the industry and come up with an alternative that helps it the way the credit does. And until then, please, reinstate the credit. Thank you.

Sincerely,

Riel