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## **FACILITY DRILL**

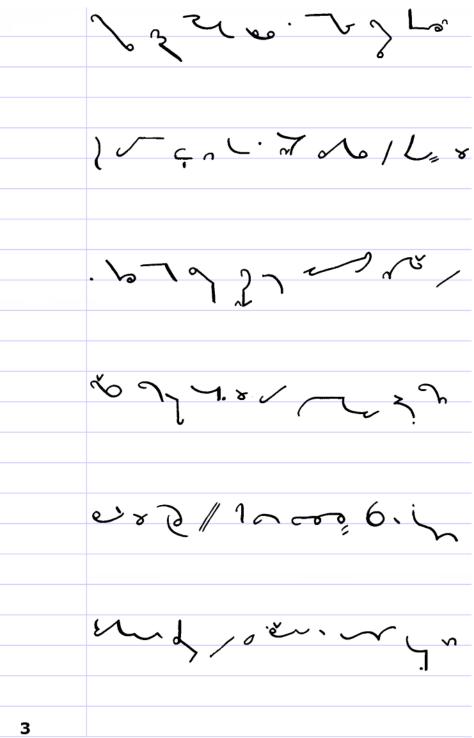
Blog - 2020 - December

**Dear Mr Christmas** 

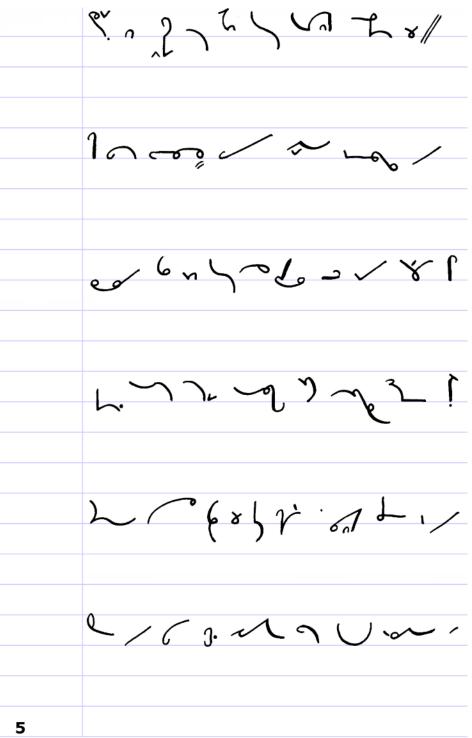
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PDF Date: 22 December 2020

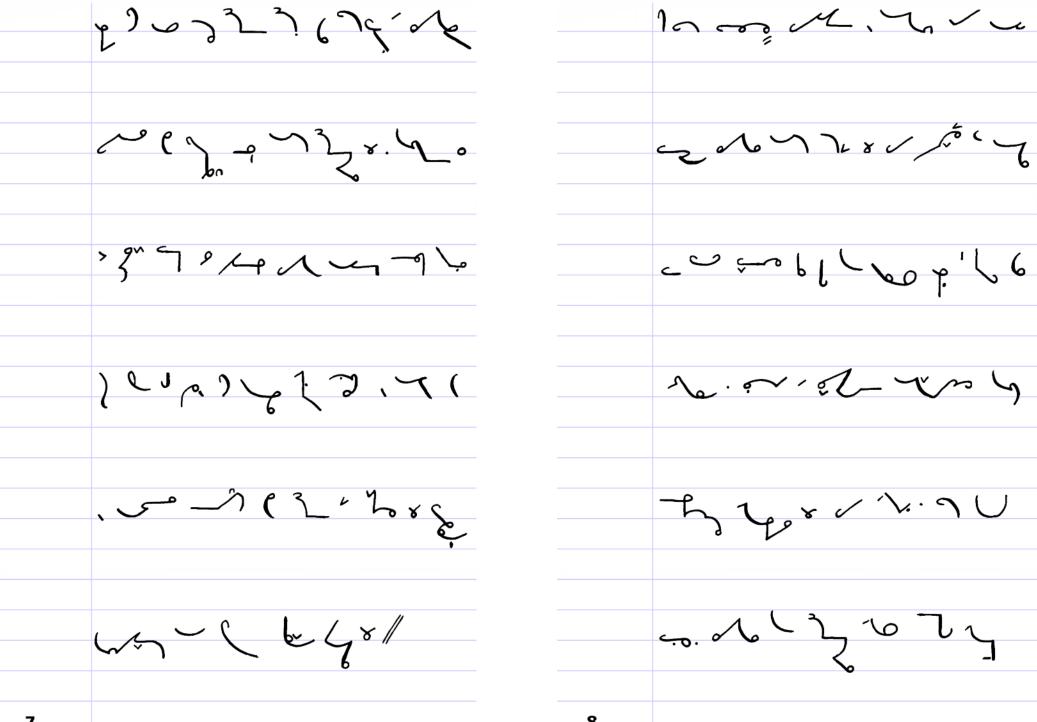
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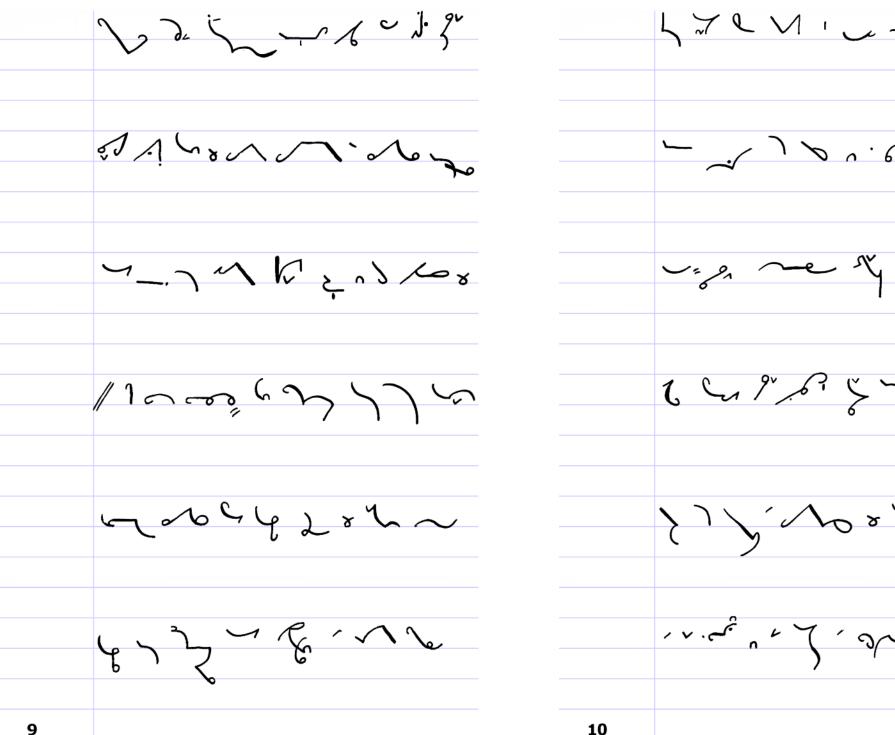


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Dear Mr Christmas



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## **Dear Mr Christmas**

All paragraphs are 100 words

Here are some hundred word letters to practise simple business words and phrases. They are short enough to be comfortable for speed pushing attempts and long enough to ensure writing from sound rather than memory. They provide the means of speed increase, if each is prepared and then taken several times at increasing rates. I did once know a Mr Christmas at my place of work, but you will have to guess at the job that this one is engaged in. I hope this "gift" of practice material will "slay" hesitations and let you "fly" across the page this December.

Dear Mr Christmas, Thank you so much for your enquiry regarding taking out a vehicle maintenance contract. I have to say that we are not quite sure what vehicle you have, as from your description it seems to be neither car nor airplane. Perhaps you would be kind enough to send us a copy of the purchase documents so that we can quote you for an annual service each January. The payments can be spread throughout the year and we are sure you will find our prices very competitive indeed. We look forward to hearing from you soon. Yours faithfully

Dear Mr Christmas, This is to confirm that we have now despatched our first consignment of animal feed to you by special courier. We expect this to arrive within two days and you can track the container on our website, using the reference number above. We are confident this feed will produce excellent results for your animals, with increased health and energy, especially important as you say they are working over the festive period, and will also need special nutrition after the big event. We look forward to supplying you throughout the year and thank you for your valued custom.

Dear Mr Christmas, We are writing to express our sincere thanks to you for your most generous gift to our postal delivery team in your area, in consideration of their impressive work of delivering so many letters this month. It was truly a huge task but our staff are well trained and we have very efficient sorting and delivery systems in place. As you say, it was a good idea to deliver one sack per country of origin, and this made it much easier for us and for yourself. We shall collect all ten thousand empty sacks after Boxing Day.

## Dear Mr Christmas

Dear Mr Christmas, Our truck will be calling on you next Wednesday morning to deliver the new uniforms that you have ordered. I am sure your staff will be delighted to start their next year's work wearing these very comfortable and serviceable uniforms as they produce the goods in your workshops. The fabric is of the highest quality and as requested we have included extra pockets so that staff do not lose their pencils and tape measures, to enable them to increase accuracy as they work on the items. Please let us know if you require any further design changes.

Dear Mr Christmas, We would like to inform you of our new cleaning service in your area. We realise that in these cold northern climates it is difficult for businesses to stay on top of this, and present a smart and hygienic environment for their customers and visitors. We operate a very efficient cleansing service for workshops, offices, accommodation and food preparation areas, conforming to current rules, in order to attain the highest hygiene rating for you. We hope we can be of service to vour business in the coming year, and would be delighted to quote you upon request.

Dear Mr Christmas, Thank you very much for your order for my photography services over the festive season. I have made many visits to your workshops in the last few months, and I will be present at your annual staff party on New Year's Eve. After that I can email or post you a selection of photos for your in-house magazine and private online community page, and then forward the high resolution files of your choice directly to both your publisher and webmaster. I was made very welcome and I congratulate you on the enthusiasm and friendliness of your staff. (700 words)