

# B1 - Professional Writings

B-FRE-100

## Argued letter

professionalism and rigor



# Argued letter

binary name: B1-letter.pdf  
delivery method: GitHub



One of your customers criticizes you for delivering an application that does not meet his needs. Write a well-argued, professional letter to support your position and convince your interlocutor (it's up to you to develop the details).



Particular attention must be paid to:

- the tone you use (appropriate for the recipient, the style of document, ...);
- the quality of your writing (irreproachable grammar and spelling in particular).



Needless to say, you need to:

- know and respect the codes for writing a professional letter;
- adapt your writing to the objective;
- use a vocabulary and a sequence of ideas suitable to convince your recipient;
- maintain a controlled professional tone, whatever the situation.