**9 Writing**

**⚫⚫⚫**  
  
Dear Mr. Greene,

I am concerned about your company’s computer security. When I inspected your systems, I discovered **spyware**. This is dangerous because **it means unauthorized parties can gain access to your confidential information**. To keep your system safe, I recommend **upgrading your antivirus software**. This will help because **it will prevent the installation of dangerous malware**.  
Let’s meet to discuss this further.  
  
Danielle Corwin  
SharpAlert Computing Systems