17 July 2017

Cascade Country Lodge,

Stanley’s Creek Rd.,

GUM TREE GULLEY, NSW, 2999.

Loretta Stihler

Fine Linen Group Pty Ltd

GPO Box 42A

BRISBANE QLD 4001

**Order for Monogrammed Towels**

Dear Loretta,

I would like to place an order for an additional fifty (50) monogrammed Fine Linen regular bath towels featuring the initials of Cascade Country Lodge.

This order is the same as our previous order No. 378 dated 17 September 2014. I have enclosed a copy of this order which specifies the size, colour, and product number of the towels, and the size, position, colour and artwork of the monogram.

Please contact me if you have any questions. I am most happy with the quality of the other Fine Linen products we have ordered and look forward to receiving a further fifty towels.

Cheers.

James Croftwell

Manager

encl. copy of Order No. 378

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| Error No. | Description of the error |
| 1 | The salutation "Dear Loretta" is informal for a business letter.  It should be "Dear Ms. Loretta " to maintain formality in professional communication. |
| 2 | The letter ends with "Cheers," which is too casual for a business letter. Appropriate closing would be "Yours sincerely" or "Kind regards." |
| 3 | The letter omits commas in key areas, especially in the salutation and closing. A comma should be placed after the salutation ("Dear Ms. Loretta,") and after the complimentary close ("Yours sincerely,"). |
| 4 | The letter follows neither full block nor modified block layout. In full block layout, all text should be aligned to the left. |
| 5 | The company name is missing from the signature block. |