

Explain in detail your document's development from planning to finish, describing your challenges, how you overcame them, and what you learned.

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### Planning

The most difficult aspect of preparing for this assignment was making the topic believable and relevant. Finding a real business/farm that would make sense in the context of my email brought the most problems because I was worried I would be reaching in my ideas. After settling my basis for this assignment, the rest just required me to follow the outline provided to me. Making sure my headings were appropriate also required me to consult my classmates to make sure they fit the prompt.

### First Draft

Formatting the header for the first draft was very difficult for me because I have zero design skill whatsoever. Usually everything I touch looks horrendous but I created a really basic letterhead for my first email. The content itself was pretty standard as I just made sure that the grammar and spelling was correct. I also kept a very basic color scheme to make the content stand out from the headers with some colors that I haven't used before.

### Second Draft

The second draft included fixing several key changes throughout my document. This was the headings which were lackluster and the letterhead. I had to make my letterhead look less atrocious and did so by fixing the unnecessary lines separating my addresses and such. I also made sure they were aligned properly and I used a real address for the person I was contacting.

### Final Draft

To finalize the last draft, I added a few things I forgot to include in my second draft. An example of this is the date in which I created the document and a more fitting logo. The other small changes I made were updates to the spacing, headings, and font choices. I even updated the letterhead's font with a font that was more unique than before. The last change I made was ensuring the recipient knew to respond as soon as possible, something I didn't clarify before.