

First Draft

Assessment Task

You are required to write a letter requesting a brief interview with a representative of a local business. The interview must cover the following topics:

- History of the company
- Size of the company
- Products and services provided
- Size and nature of workforce.

[Length: no more than 100 words]

First Draft

Jacinta Jackson
12 Nicholson Street
Footscray Vic 3020
Phone 9888 8888

The Cardellino Company
326 Nicholson Street
Footscray Vic. 3020

Dear Sir/Madam

Subject: Request for Interview

My family and me have been satisfied customers of your firm for many years. So when I was asked to research a "successful local bussiness", I naturally thought of your company. I need to carry out this research for Business Studies Diploma I am studying at Victoria University.

The research involves a brief (10 minute) interview covering the following topics:

- History of the company
- Size of the company
- Products and services provided
- Size and nature of workforce.

actual list of questions is attached.

I will ring next week to see if a representative of your firm would be agreeable to such an interview. It can be carried out at a time and place to suit your convenience. Thanks for helping me.

Yours sincerely

Jacinta Jackson
Jacinta Jackson

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