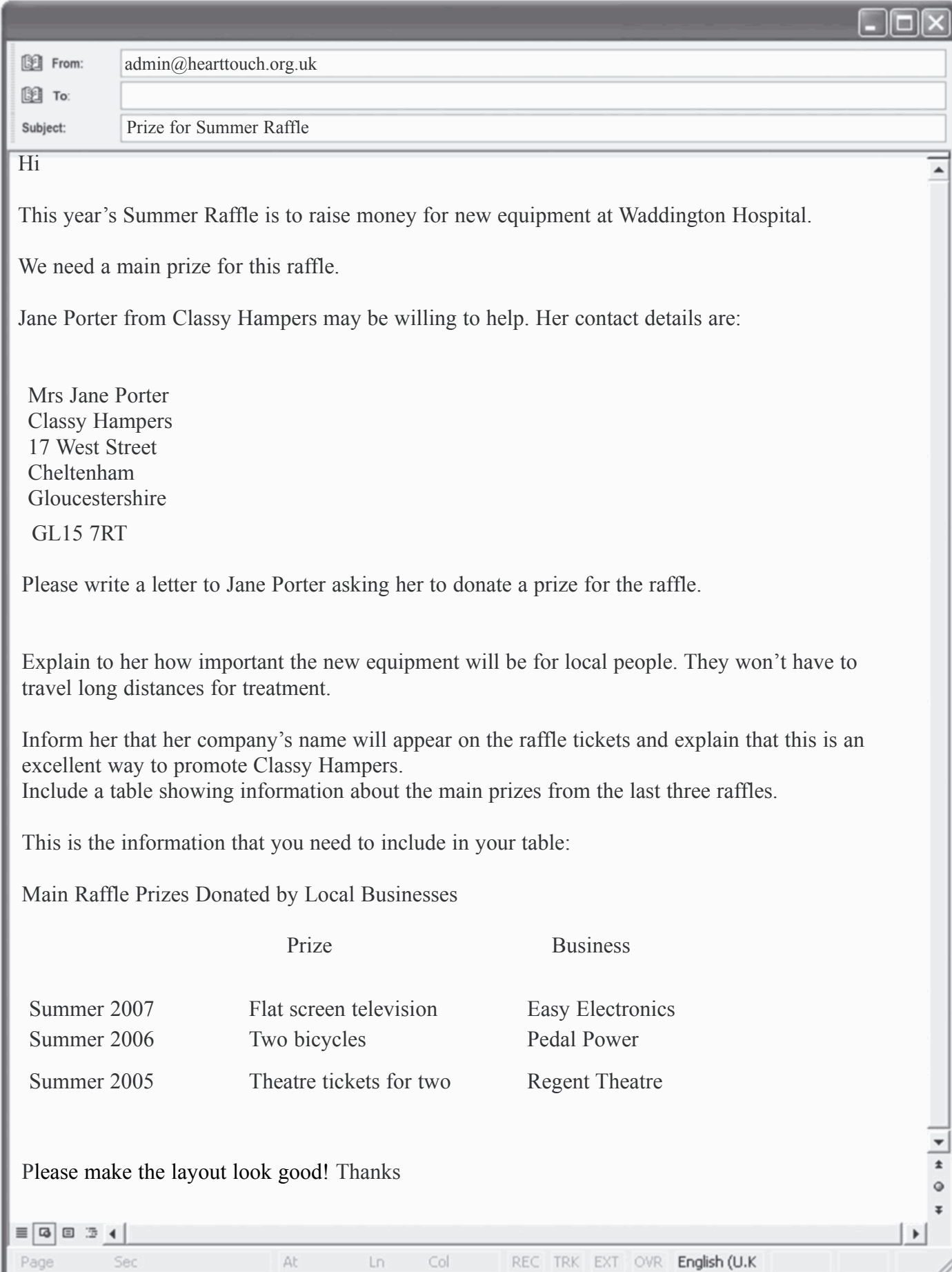


TASK 1: LETTER TO A LOCAL BUSINESS PERSON

You work for Heart Touch, a charity. You have received this email.



From: admin@hearttouch.org.uk
To:
Subject: Prize for Summer Raffle

Hi

This year's Summer Raffle is to raise money for new equipment at Waddington Hospital.

We need a main prize for this raffle.

Jane Porter from Classy Hampers may be willing to help. Her contact details are:

Mrs Jane Porter
Classy Hampers
17 West Street
Cheltenham
Gloucestershire
GL15 7RT

Please write a letter to Jane Porter asking her to donate a prize for the raffle.

Explain to her how important the new equipment will be for local people. They won't have to travel long distances for treatment.

Inform her that her company's name will appear on the raffle tickets and explain that this is an excellent way to promote Classy Hampers.

Include a table showing information about the main prizes from the last three raffles.

This is the information that you need to include in your table:

Main Raffle Prizes Donated by Local Businesses

	Prize	Business
Summer 2007	Flat screen television	Easy Electronics
Summer 2006	Two bicycles	Pedal Power
Summer 2005	Theatre tickets for two	Regent Theatre

Please make the layout look good! Thanks

Page Sec At Ln Col REC TRK EXT OVR English (U.K)

CREATE a suitable letter using the letterhead provided (**Letterhead.rtf**).

INSERT your name, candidate number and centre number in the footer.

SAVE the letter with a new file name.

PRINT a copy of the letter.

Reminder:

- check your spelling
- remember who and what the letter is for
- use a suitable layout and font
- use a suitable subject heading
- use correct capitalisation
- use standard features of a letter

TOTAL FOR TASK 1: 25 MARKS