

# Business Communication Third Task

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Dear students...

Students who are present today should make an example of official letter. And those who do not present today please meet me directly before Thursday.

#	Student's Name	Letter's Type
1	AGUNG MAULANA AJENG SRI LESMADIANI BILLY HASBI	OFFICIAL INVITATION LETTER
2	ANISA AMANDA IKHQWANA EDWIN NUGRAHA ASTUTI PARAMITHA	AN AUTHORIZATION LETTER
3	FAROS SISKI JULIANA FITROH ARFANSAH GHANIA YUNTAFFA DERMAWAN	PERMIT APPLICATION LETTER
4	GILANG INSAN PRATAMA RIZKITA CHRISTI GIRI CAHYA PANGESTU	LETTER OF COMPLAINT
5	HARIANOR PRAYOGO RIZKI FAZRUL RAHMAN RYAN RISTIANTO	SUBMISSION OF CLAIMS LETTER
6	KHAIRUL UMAM REY VICTA RIZWAR MARTIN YAHYA	BILLING LETTER
7	MOHAMMAD ARIEF SANTOSO NIKO YOHANES NAGARANA YUSUF IBRAHIM	PRESS RELEASE
8	MOCH. ANDRIANSYAH R. TEGUH PRADITYO	NOTIFICATION LETTER
9	MARTIN YAHYA YUSUF IBRAHIM	OFFICIAL MEMO (Replacement 1 <sup>st</sup> Task)

**Term and condition:**

1. You should do this task individually instead of group. Some students will make the same letter but I believe the content will be different. **THOSE WHO MAKE EXACTLY THE SAME LETTER WITH THE OTHER WILL GET PUNISHMENT.**
2. Anything contained in the letter are fictitious.
3. You have to finish this task before **SATURDAY, OCTOBER 24<sup>th</sup>, 2015**. Please upload the file to the online class and also bring the printout on that day.

Thank you for your attention. Happy working and see you...