

# **Block-Style Letters:**

**Compose a  
Block Style  
Business  
Letter**

***ASSIGNMENT***

# Instructions

**1**

Utilize the details provided on this slide to create a block-style business letter.

**2**

Compose your letter using the Microsoft Word application.

**3**

Convert your Microsoft Word file to PDF.

**4**

Submit your Letter via MCPOLYCC platform.



# Letterhead

For the letterhead, please use the following information:

- Company Name:
  - TechNova Solutions Sdn. Bhd.
- Address:
  - Suite 8, Level 2, Wisma Eventus, Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia.
- Phone Number:
  - +603-1234 5678
- Website:
  - [www.eventhorizons.my](http://www.eventhorizons.my)

# Date

For the date, please use the following information:

- 10 February 2024



# Inside Address

For the letterhead, please use the following information:

- Company Name:
  - Visionary Solutions Group Sdn. Bhd.
- Address:
  - No. 22, Jalan Merdeka, Bandar Baru, 43000 Kajang, Selangor, Malaysia.

# Salutation

Please include an appropriate salutation.

# Subject Line

For the subject line, please use the following information:

- Information on our new product line for the upcoming quarter



# Body of the Letter

For the letterhead, please use the following information:

- I am writing to provide you with the requested information regarding our new product line, which we are excited to introduce in the upcoming quarter. Our latest offerings include a range of smart home devices, wireless audio systems, and eco-friendly kitchen appliances, designed to meet the growing demand for cutting-edge technology and sustainable living.
- For your convenience, I have attached the product catalogue, which includes detailed descriptions, pricing, and specifications. Additionally, you can find the product brochure on our website at [website URL] for further reference.
- Should you require any additional information or have specific questions, please do not hesitate to contact me. I would be happy to arrange a meeting to discuss how these products could benefit your business.
- Thank you for your interest, and I look forward to the opportunity to work together.



# Complimentary Closing

Please include an appropriate complimentary closing.

# Signature

Kindly add your personal signature.

# Writer's Identification

Kindly add your personal identification.

# Reference Initials

Kindly add your personal initials.



# Thanks!

**Do you have any  
questions?**

**[ariffuddin@tvvet.pmj.edu.my](mailto:ariffuddin@tvvet.pmj.edu.my)**

**[izian@tvvet.pmj.edu.my](mailto:izian@tvvet.pmj.edu.my)**