

Business Letter – Letter of Complaint

Prompt: You and your classmates have been participating in the Ministry of Education's Virtual Learning Classes since the closure of school due to the Corona Virus. However, you have all been experiencing some difficulties with the online classes. Write a letter to the Minister of Education outlining **TWO** main problems you are having and suggest what measures can be taken to remedy this problem in the shortest possible time.

Please remember the following:

1. Points will be awarded for using the **Business Letter Format**
2. The **BODY** of your letter should be approximately **100 WORDS** in length.
3. Remember to have an appropriate **closing** and **signature**.
4. **Address the attached envelope** to accompany the letter.
5. This assignment is for a maximum of **10 points**.

Address the envelope below to correspond with your letter.

STAMP