

Business Letter – Letter of Response 2

Prompt: As the **Minister of Education**, you have received a formal **Letter of Complaint** from the **Student Representative**, of a named high school in The Bahamas, informing you of several issues the student body is experiencing with the virtual **Learning Management System** (LMS), which they have been using since the term began. Write a **Letter of Response** to the **Student Representative** informing him/her of the **steps** you intend to take in an effort to have this problem resolved **expeditiously**.

In your response to the **complainant**, please remember the following:

- Points will be awarded for using the **Business Letter Format**.
- The **Body** of your letter should be **approximately 100 Words** in length.
- Remember to have an appropriate **Closing** and **Signature**.
- **Address the attached envelope** to accompany your letter.
- The maximum marks for this assignment is **10 Points**.

Please address the envelope below to correspond with your letter.

Stamp