

Draft Routine Correspondence

L E X D F A D D L A N R E T N I G J R E G M M G
U X L G Z C W L W O Q P F H B P S F Q E Z J U H
B B I E J G J J E C O X Z E M J S X F B M J A B
A F R B C W D M W O W P M A G N V H V K J V H H
A N S M V T W T F U V I M Z Q A S M L Y C F C N
L F Q M B T R L Z D M S S E R D D A X W Y X Y B
Q G D A T E X O U L Y U D V E S X X R X P H D K
H Y F W F U Y U N Z O P O H U V Z C M Q U L Q E
R L B S K X B J W I E K R B Q J C C A X M H L X
R X Z V E R E P R G C M Z I L Z Z M T I X R I U
S B D T E E H G E M V E R N V D U P N P E N A Z
M D T M Z S C E T X A M D T K F G I I P B Z M Z
J Q M I W P F B T E Y O H E G C F M A G F K V Y
T W G W Q O H V E A R R F S R W O K L X F X N Y
P O G B G N X Z L R H A D L E E L G P K E N W B
A T O U C S N V H U D N L E E C O D M E I A W W
R G R A L E R A E R T D S T T L T Z O P K O U F
A V Q L K W A B X G G U K T I G P D C P B T S D
G A X Z K W F L U G Z M A E N N G J R S I C T U
R A E X U C L U L P X U T R G J N J X U G G P W
A M J X M W O Q R N K G M H Y R I U Q N E W V C
P Q M P U C H W E O J H A E C D L F J D M Z O N
H X W G E F P P M E P O L A D S C K Z J U N W T
S C Y V C E P L V A G S Y D B E N I K V Y V G N

Memorandum
Letterhead
Response
Enquiry
Date

Paragraphs
Complaint
Greeting
Letter

Electronic
Internal
Address
Mail