Dear Mr. Gates:

Introduction to Word Help Suggestions (substitute your topic)
The text here is just filler. Make sure you read the directions in the Assignment Descriptions and include all of the required elements for this section. The workshop checklist for the communication improvement letter is also useful. Begin with a focus on the reader. You will introduce the topic, the purpose of the letter and other elements.

Elements Needing Attention
Refer to the assignment description for the elements that go into this section. Remember to introduce the list with a sentence or phrase. Be sure to introduce your bulleted list of problems with a sentence, for example:

• The 6-point font is too difficult to read
• Another problem with examples and details
• Another problem with examples

Suggestions
Refer to the assignment description for the elements that go into this section too. Remember to introduce the list with a sentence or phrase. Be sure to introduce your bulleted list of problems with a sentence, for example:

• Change the font to 12 point to make it easier to read
• Fix the next problem
• Fix the last problem listed above

Conclusion
Refer to the assignment description for the elements that go here. Be sure to request a specific action from your reader.

Sincerely,

Hulk Hogan, Consumer