

**John Dewey High School
Connie Hamilton, Principal**

Microsoft Office – Writing a Business letter

***** Important Recall Notice Concerning the Department of Sneakers/Footwear *****

Please note that some stores are complaining about **SNEAKER item #1221**.

The sole of this sneaker can separate from the upper part of the shoe. If this should occur during a competitive game situation, the player wearing the shoe may trip and fall.

This defect may possibly result in serious injury to the player wearing the shoe.

You must immediately generate a letter to Modells and Dick's Sporting Goods telling them to pull this model sneaker from the shelves.

Use the Internet to get the proper address and person to contact at each of these companies. Use Microsoft Word to type your letter. Save your letter with the name **Recall Notice**.

M. Chesler
Chief Executive Officer

**John Dewey High School
Connie Hamilton, Principal**

Microsoft Office - Writing a Business Letter

***** Important Recall Notice Concerning the Department of Outerwear *****

Please note that some stores are complaining about **HOODIE item #17002**.

The red dye used in this Hoodie has caused allergic reactions with some of the consumers who purchased it.

Since allergic reactions to chemicals and other foreign substances can be dangerous and sometimes life-threatening, we've decided to recall the red Hoodie.

You must immediately generate a letter to Modells and Dick's Sporting Goods telling them to pull this garment from the shelves.

Use the Internet to get the proper address and person to contact at each of these companies. Use Microsoft Word to type your letter. Save your letter with the name **Recall Notice**.

M. Chesler
Chief Executive Officer

**John Dewey High School
Connie Hamilton, Principal**

Microsoft Office – Writing a Business Letter

***** Important Recall Notice Concerning the Department of Accessories *****

Please note that some stores are complaining about **TIMEX WATCH item #1007**.

Twenty-two (22) of these watches were sold to various retail outlets on 3/16/2019.

The water resistant feature of these watches is ineffective and the watch will be damaged if submerged under water or any other liquid substance.

In some instances the watch was damaged after getting wet from rainwater during a heavy storm.

These watches should be returned by all retailers who purchased them.

You must immediately generate a letter to Modells and Dick's Sporting Goods telling them to pull this model watch from the shelves.

Use the Internet to get the proper address and person to contact at each of these companies. Use Microsoft Word to type your letter. Save your letter with the name **Recall Notice**.

M. Chesler
CEO

**John Dewey High School
Connie Hamilton, Principal**

Microsoft Office – Writing a Business Letter

***** Important Recall Notice Concerning the Department of Fitness *****

Please note that some stores are complaining about **TRAMPOLINE item #1002**.

This recall is being issued because the springs can develop hairline fractures that result in complete breakage and failure of the springs.

This is a very dangerous condition that can result in serious personal injury.

These trampolines should be returned by all retailers who purchased them.

Without Delay, you must generate letters to Modells and Dick's Sporting Goods telling them to pull this model trampoline from the shelves.

Use the Internet to get the proper address and person to contact at each of these companies. Use Microsoft Word to type your letter. Save your letter with the name **Recall Notice**.

M. Chesler
CEO