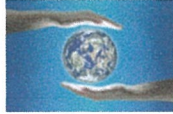


PORTFOLIO ASSIGNMENT #4

NEGATIVE MESSAGE

An employee of Global Business Solutions has submitted a suggestion to the suggestion committee. Anne Schwartz, the Suggestion Committee Chairperson has written this memo to deny the acceptance of the suggestion. One of the strongest features of the memo is the buffer at the end of the memo. While the employee's suggestion is being denied, the memo conveys the companies appreciation for the submission.



Global Business Solutions
389 Pennsylvania Avenue
Washington, D.C. 07880

INTEROFFICE MEMORANDUM

October 21, 2013

TO: Wayne Anderson
FROM: Anne Schwartz, Suggestion Committee Chairperson

Thank you for the suggestion to buy a second photocopying machine for the sales department. We respectfully choose not to make this purchase at this time. We have discussed the idea and have determined that the one copy machine located on the sales department floor is sufficient for the number of employees that work there.

Global Business Solutions appreciates it when employees take the initiative to attempt to save the company money by making suggestions to improve safety, customer service or morale. If in the future usage increases in this department, please feel free to re-submit your suggestion, and we will consider it again.