**Business letter #1**

Dear Sir,

I am writing to request your assistance in spreading a special statistical form among your employees not later than January 15. Please find attached the form in MS Word needed for filling-in.

In this connection please assign a responsible person for collecting the filled-in form and sending us all the data back. I would be grateful if that could be done not later than January 31 as the form should be sent to our stakeholders in February.

We trust your kind attention on the matter being important for our stakeholder.

 l look forward to hearing from you at your earliest convenience and thanking you in advance for your cooperation.

Yours faithfully,

**Business letter #2**

Dear Sir ,

I am writing to you on behalf of Professor Doe with a request to reimburse expenses caused by unrelated to Mr. Doe reasons. There were unexpected delays in the signing of his employment what unfortunately resulted in extra expenses on flight tickets for Professor Doe.

We kindly ask you to reimburse the only London – New York ticket. We understand that the ticket was purchased before Professor Doe became an employee of Skoltech, but nevertheless, let me highlight that the flight was essential in order to make necessary preparations before a long-term business trip in Boston. The flight was made only for business reasons. And had Mr. Joe suggested about the delays in the signing of his employment, he wouldn’t have made that flight.

Please make it possible to grant an exception and reimburse London – New York ticket.

I hope for your understanding and many thanks in advance.

Yours sincerely,