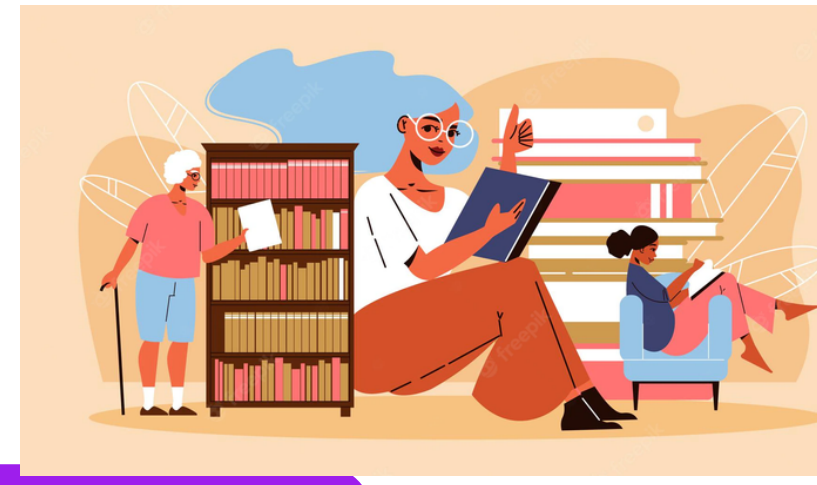


Congratulations! You have completed Module 1 Lesson 5



General Instructions:

Download and save this pdf document. Reflect on what you have learned and fill - in information related to your own business

Exercise 1:

Apply for an overdraft facility in the bank using the format below which you came across in the lesson

Senders Address or Letterhead

Date

Recipient's address

Salutation

Subject

Body

Closing Signature

Enclosures

