

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Directive – Issue Directive concerning Specific Tasks

Dear :

I issued you several tasks regarding the painting of the room. I have specific instructions regarding the room. I would like the ceiling painted royal blue. I would like the north wall to be painted yellow, the south wall to be painted green, the east wall to be painted aqua, and the west wall to be painted auburn. The inside of the door should be painted with a farm scene and the outside should have a remake of Van Gough's portrait, *Village Street and Stairs with Figures*. The doorknobs should be shaped like stars and the window should show a smiley face.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E