Worksheet A Sample Answer Key

To: Maria.grubb@emuhsd.org

Subject: Reorganized Supply Cabinet

Dear Maria,

Please note that the supply cabinet has been reorganized to accommodate the additional supplies that were needed for the growing business. To help locate items, I created a map of the filing cabinet supplies. Please look at the map when searching for supplies. We also want to use the map when storing new supplies. If we keep it organized, we should be able to easily store and find supplies whenever needed. Please contact me with any questions.

Kind Regards,

Linda Garcia

Office Manager, Room 104

626-258-5800, extension 8104