***Business Correspondence – Instruction*** (Genren trænes inden SO4 forløbet)

* As you know, you are responsible for a campaign either for or against abortion. Recently, you have been asked by your nearest leader to write an e-mail to a relevant organization or political figure, where you seek an endorsement for your campaign. Here, you can--for example--ask for an **economical endorsement**, a **partial endorsement** or a **conditional endorsement**, but your wishes for the endorsement must be very specific in the e-mail. Before you write the e-mail, remember to seek out information about endorsements and what an endorsement could accomplish for your organization / campaign.
* In the e-mail, you need to include the following words: *prohibited*, *clarify*, *value*, *process*, *possibilities*, *legal*.
* If you are creating a campaign ***for*** abortion, you should contact one of the following: Alexandria Ocasio-Cortez (Democratic Member of the House of Representatives) or NARAL (Pro Choice America - Organization)
* If you are creating a campaign ***against*** abortion, you should contact one of the following: Cindy Hyde-Smith (Republican Senator / Mississippi) or AUL (Americans United for Life - Organization)

When you are writing your correspondence, keep an eye on following aspects:

* + Consider the right lay-out of the e-mail together with the correction salutation and valediction.
  + State briefly who and what your campaign represents together with brief details of the endorsement you are seeking.
  + It is important to remember formalities.

The e-mail is to be written in English and to be approximately 200-250 words.