

'To be's are highlighted in yellow, and passives are underlined:

To: CEO
FROM: Joe Kerswild
SUBJECT: Low sales in the Central Region

I'm writing to you in response to your request that I come up with some kind of an explanation of why the central region is doing so poorly sales-wise.

This has nothing to do with her being a woman. Women are believed by most thinking people nowadays to have the same career capabilities as men and should be so treated.

It would seem however that Linda does not have the capability to deal with the pressure cooker type situation that she has found herself in. This is unfortunate because it was unforeseen.

It was not known that the central region's economy would go into a tailspin this year. And it was not known that Imperial Auto Parts would develop a ruthless price war in the region that has virtually killed any distributor's desire to buy our products.

I will be removing Linda from her position as regional manager and replacing her with Corey Ander, our western regional sales manager, who I hope will be able to get things under control. His region has done pretty well in the past.

Sorry about this, but it's really due to circumstances out of our control. I only found out about these problems when you did because Miss Cassavetes didn't do a very good job of keeping me up to date with what was happening out there.