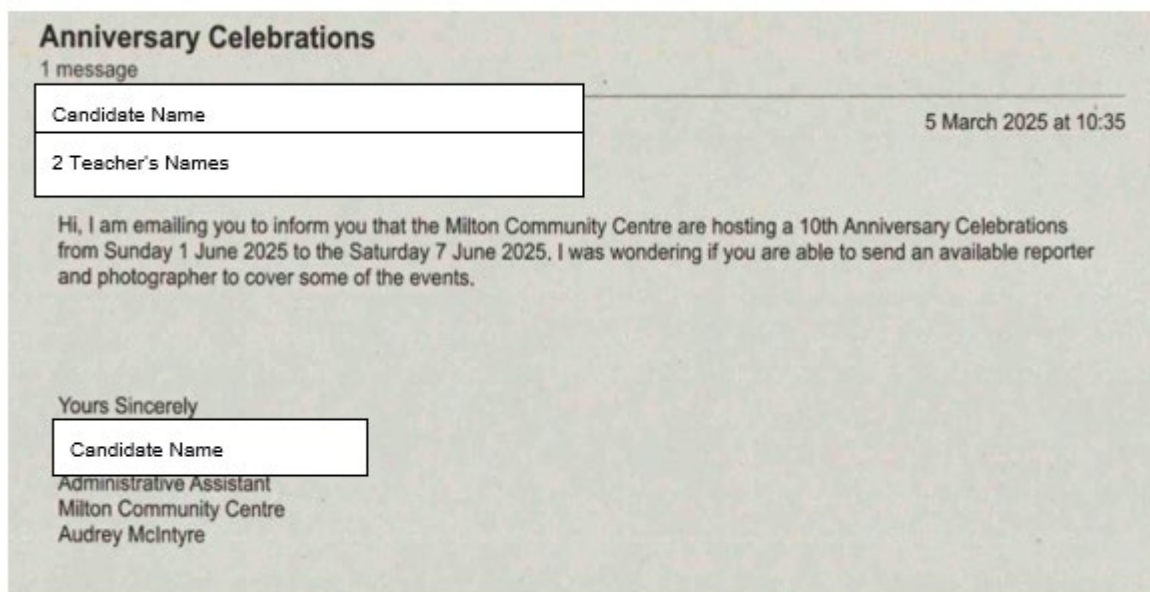


# E-mail evidence

## Candidate 1 - question 7




## Candidate 2 - question 7



# Word Processing evidence

## Candidate 1 - question 8



Milton Community Centre  
21 Old Mill Road  
Milton  
Invergordon  
IV18 0PU

Tel: 07846902745  
E-mail: [miltoncommunity@mail.com](mailto:miltoncommunity@mail.com)

AM/

27 February 2025

Mr Felix Kirk  
Milton Watersports Club  
Shore Road  
Invergordon  
IV18 ORE

Dear Felix Kirk

**10<sup>TH</sup> ANNIVERSARY CELEBRATION**

You may not realise it, but we are celebrating our 10<sup>th</sup> anniversary this year. To commemorate this wonderful milestone, the committee is busy organising a range of events including a Scavenger Hunt, Quiz Night, Litter Picks and a Family Fun Day to help bring the local community together.

We are looking for local businesses to support our week of events. We are hoping that you may be able to contribute financially, by sponsoring one of the events or by donating a prize for the raffle at the Family Fun Day.

Appreciate that you must receive many similar requests. However, any support you are able to offer us will be gratefully received - all monies raised will go back into our community.

If you require additional information, please do not hesitate to contact me. Thank you in advance.

Yours sincerely

Admin Assistant

**Candidate 2 - question 8****Milton Community Centre**

21 Old Mill Road

Milton

Invergordon

IV18 0PU

Tel: 07846902745

E-mail: [miltoncommunity@mail.com](mailto:miltoncommunity@mail.com)

AM/

5 March 2025

Milton Watersports Club

Shore Road

Invergordon

IV18 0RE

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Yours sincerely

Administrative Assistant