

Terminating a Client

Review the sample discharge in Figure 27.2. Write a termination letter to Juan Gonzales. Follow the recommendations for content found in Chapter 27.

In addition, the letter should be properly formatted as a business letter. Information on writing and formatting a business letter can be found here: <http://owl.english.purdue.edu/owl/resource/653/01/>.

Essay should be submitted in a word processing document. This can be saved as a .doc, .docx, or .rtf file. The essay will be graded using the following rubric:

Section	Points Possible	Points Earned	Comments
Content & Formatting <i>60 points</i>			
Termination letter drawing on figure 27.2 and the recommendations for content found in the lesson.	45		
Professionally formatted business letter.	15		
Readability & Style <i>24 points</i>			
Sentence structure is clear, concise and well developed.	12		
Paragraph structure is well developed with appropriate transitions and tone.	12		
Mechanics <i>16 points</i>			
Spelling, grammar and punctuation	8		
Word Count and logistical requirements are met.	8		
Total	100		