**Revise the following sentences so that the tone is courteous and conversational.**

a) Your ill-informed request shows that you haven’t a clue about our adjustment policies.

b) It has come to my attention that we face some re-evaluation and downsizing of our personnel at this precarious point in time.

c) You folks better get your act together like yesterday, so we can get this mess sorted out.

d) We included very clear directions with the barbeque. Didn’t you follow them?

e) As per your request, herewith enclosed a copy of your policy.

f) There is no record that you called our store on the said date.

g) Owing to your inadequate employment record and poor credit history, we can’t give you a loan at this time.

h) We all have sacrifices to make! I have been here since six o’clock working my buns off!