

**Comment**

This letter attempts the correct use of business letter format; however, some elements are omitted. All necessary details are present; however, the writing is weak, simplistic and the tone is informal.

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Dr. Johnson  
B.C Health Sciences Centre  
P.O. Box 0608  
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To: Dr. Johnson  
RE; Interview thanks

I would like to thank you Dr. Johnson for letting me have the interview with you a couple days ago. I learnt so many new things about how I can prevent myself and others by getting a cold or the flu. The thing I found most interesting was how after I use a public bathroom, to turn of the tap and open the door using a paper towel. I used all your information by setting up a poster & notice for my grade 12 class. I have used all the techniques every day since you and I met and I feel alot cleaner and healthier. Thank you very much Dr. Johnson!

Sincerely, Leslie Singh  
<signature>

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