

Comment

Although this multi-paragraphed letter shows the correct use of business letter format, the body of the letter lacks some necessary details of the task. The language and tone are appropriate. This is a competent response.

Leslie Singh
Mountain View high School
P.O. Box 1324 Kamloops, B.C.
V4S 3E6

June 23/05

Dr. Johnson
P.O. Box 0608
Vancouver, B.C.
V3T 2Y5

Dr. Johnson:

I would like to thank you for the time you took to teach us more about avoiding colds and flus.

It was very informative and I learned so much more than I knew before.

I plan to use this informatin and let my friends know about it, also thanks again for the interview.

Sincerely,

Leslie Singh