

Comment

This letter contains all the necessary information, and uses proper business letter format; however, there are several errors in written expression, and the tense is somewhat informal.

Com 12 class at Mountain View High School
P.O. Box 1324
Kamloops, BC V4S 3E6

June 23 2005

Dr. Johnson, Section Head of Infection Control
P.O. Box 0608
BC Health Sciences Center,
Vancouver, BC V3T 2Y5

Dear Dr. Johnson:

I'm writing this letter to thank you for the interviewed about advoiding colds and flu.

What I found interesting was that, viruses can live at least an hours on surfaces such as door knobs. I remember all the thing you said about how to avoid getting a colds or flu. I even made handouts for my classmates to see.

I thank you once again. Your information has been really helpful. Thank for taking your time to tell me how to advoid the colds and the flu.

Yours truly,

<signature>

Leslie Singh