

Comment

This letter is well written and contains most of the necessary details; however, it is missing an important element of correct business letter format (date). Language and tone demonstrate an understanding of content, audience and purpose.

Dr. Johnson, Section head of Infection Control
BC Health Sciences Centre
P.O. box 0608
Vancouver, BC
V3t 2y5

Dear Dr. Johnson:
I would sincerely like to thank you for the information pertaining to colds and flu you gave me by way of an interview you granted me. The information was invaluable, and was very helpful in the creation of the cold and flue awareness pamphlet I made. I have enclosed a copy. As you are probably aware, cold and flu infection plays havoc on the student population, resulting in massive numbers of absent students. Hopefully now, the pamphlet will be able to help students protect themselves from the common cold.

Thank you again for your invaluable assistance.
Most respectfully
Leslie Singh

Post script: please feel free to reproduce that pamphlet and distribute said reproductions as you see fit.

Leslie Singh
C/o Mountain View High School
P.O. box 1324
Kamloops, BC
V4s 3e6