

Comment

This letter shows full and correct use of business letter format. The task is identified and communicated effectively despite minor errors in writing conventions. The language and tone does demonstrate a clear understanding of audience and purpose.

Leslie Singh
P.O. Box 1324
Kamloops, BC
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Sept 12, 1999

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

Dear Dr. Johnson:

I am Leslie Singh and I am writing in reference to our interview about preventing colds and flus.

I would like to thank you for taking the time to teach me how to prevent colds and flus. I had a great time interviewing you and was most surprised to learn that bacteria like dampness.

Thanks to your information, I made up a flyer about how to prevent colds and gave it to my communications 12 class at Mountain View high school. My teacher has greatly come to appreciate the interview that took place and so am I.

Thank you very much for your time and if you learn of any new information about how to prevent colds and flus call me at the schools number 856-0225 during school hours or at my email address LS-fun at hotmail.com. Thanks

Sincerely yours,

<signature>

Leslie Singh

