

Comment

This letter shows full and correct use of business letter format. The task is identified and communicated effectively. This paper contains minor errors in writing conventions and spelling. The tone and language are suitable for the particular audience.

Leslie Singh
Mount View High School
1324, Kamloops
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June 23/2005

Dr. Johnson
Health Science Centre
0608 Vancouver, BC
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Dear Dr. Johnson:

I am writing this letter of thank you to inform you you've done a good thing. Since your interview children have been creating and sharing handouts on the subject of health. I feel this will encourage children to always wash their hands.

Not only have I noticed more children washing their hands, but also encouraging others into the habit. There has also been a drastic change in absentees due to illness since your visit.

I am truly thank you for demonstrating such good examples for these children. I hope to see you in the future for a follow up interview. Thank you again, from the children and I.

Yours truly,
<signature>