

**Comment**

This letter shows full and correct use of business letter format. The task is identified and is written in a clear and well organized fashion. Minor writing errors are evident but do not impede the purpose of the letter.

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P.O. Box 1324,  
Kamloops, B.C.  
VY5 3E6

23 6 2005

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

Dear Dr. Johnson:

I am a member of the communications 12 class at Mountain View High School. I am writing you a letter of thanks for coming to our class room and letting us interview you.

When I was interviewing you I found that washing the backs of your hands, around your fingernails, under your rings, and the palms of your hands was the most interesting. Also making sure your hands are completely dry because damp hands give bacteria an ideal environment.

I used the information to do an article for my classmates and for myself to prevent colds and flues.

<signature>

Sincerely Leslie Singh