

Comments

This letter shows full and correct use of business letter format. The task is identified and communicated effectively. This paper shows a strong grasp of audience and purpose.

Leslie Singh
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V4S 3E6

June 23/05

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

Dear Dr Johnson:

I am writing I regards to our interview when I acquired information about avoiding colds and flus. I simply wished to thank you for all of the valuable information you have supplied me with. I'm almost positive I will not be sick for quite some time.

The one thing that interested me most was the fact that you can contract germs from practically anything you touch, especially in public places. Everytime I go out I wash my hands so the things I touch won't infect oters when they touch the same door or object. I keep my hands away from my face while I'm out and then wash them when I get home or if I go to the public washroom. I also remind myself to not touch the sink or door after washing my hands in a public washroom as that could re-infect my hands. Thank you so much for our interview, it has helped me very much

Yours truly,

<signature>
Leslie Singh