

Comment

This letter shows full and correct use of a business letter format. The task is identified and communicated effectively with a strong introduction and closing statement. There are a few mechanical errors but these do not impede meaning.

P.O. Box 1324
Kamloops, B.C.
V4S 3E6

June 23, 2005

Dr. Johnson
Section head
Infection Control
P.O. Box 0608
B.C. Health Science Centre
Vancouver, B.C.
V3T 2Y5

Dear Dr. Johnson:

I am writing on behalf of the entire communications 12 class at Mountain View High School to thank you for your time in which you let me interview you on prevention of colds and flu. We found it very helpful.

Before our interview I did not know that wet hands could cause you to have more bacteria than you started with.

We found that very interesting.

After our meeting I made a printout of ways to avoid colds and flu and gave them out to all of my class mates. They have all tried it and no one has been sick in weeks.

Thank you so much Dr. Johnson for all of your help. I hope to visit again.

Sincerely,

<signature>

Leslie Singh