

Business Letter Exercise

Instructions: Use your Business Letter Handout to correct the following letter. Fill in the boxes to identify the parts of a business letter. Correct all spelling and grammar errors. Add three words from your powerful words list to make this letter stronger.

1002 Mark Lane
Chatsworth, CA 91311

December 3, 2005
Mr. Michael Imchin
10027 Lark Lane
Chatsworth, CA 91311

Dear Ms. Imchin:

My name is Raquel Rose and I writting you this letter to address the trash that is cluttering the streets in the city of Chatsworth. The streets that I am concerned about are Desoto and Devonshire. I understand that yous the manager of Chatsworth's Clean Streets Project and I felt that it was important that I address my concerns to you. I know that the city cut your budget in half last August and that this has put a strain on your budget? It must be impossible to cover all the streets in Chatsworth with half a staff. I am asking that you concentrate on the street mentioned above because these are the streets that are the heaviest with traffic. Many peoples that live outside of Chatsworth drive this streets everyday to get to work. I am afraid that they are getting a bad impression of what Chatsworth really looks like.

If it is not possible to concentrate your manpower to these streets, and I ask that you reach out for volunteers to help keep these streets clean. I am a member of student body at my school and I know that I can gather many of my friends to help you with this project. We have also met many times at skool and have come up with other ideas to clean our streets. if you are interested in us helping you or our ideas, please contact me at the address listed above.

Sincerely,

R. Rose



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