

BUSINESS LETTER

INSTRUCTIONS: Writing as the individual below and using the information provided, write a **business** letter of **more than one** paragraph. Use complete and correct sentences. Use the **Organization and Planning** space to plan your work. Write in **ink**.

3. You are **Leslie Singh**, a member of the Communications 12 class at Mountain View High School. Your address is P.O. Box 1324, Kamloops, BC V4S 3E6.

You interviewed Dr. Johnson to acquire information about avoiding colds and flu. You would like to write a letter of thanks to let her know what you found most interesting in your interview, and how you used the information.

Write a formal letter of thanks to Dr. Johnson, Section Head of Infection Control, P.O. Box 0608, BC Health Sciences Centre, Vancouver, BC V3T 2Y5.

