

FORMATTING A BUSINESS LETTER: review

This business letter is all mixed up! Cut out the pieces and paste them together correctly OR copy out the text in the correct order and format.

The chicken was delicious and the potato salad divine.	If you do plan more parties, please let me know!	Jonathan Parker Parker Enterprises
I look forward to hearing about them.	I have a much better impression of your company now.	Everyone danced, even the mayor!
The picnic was great! I know everyone enjoyed the food.	Susan Smith	I hope you will have more celebrations like this in the future.
Sincerely,	The musicians were very talented.	You have made your commitment to the town clear.
123 Winter Circle Chuckles, CA 92135	I am writing about the picnic your company hosted last week.	June 1, 2010
455 Enterprise Dr. Suite 235 Chuckles, CA. 92155	<i>Susan Smith</i>	Dear Mr. Parker:

FORMATTING A BUSINESS LETTER:

answers

123 Winter Circle
 Chuckles, CA 92135

June 1, 2010

Ideally, this should be further down the page.

Jonathan Parker
 Parker Enterprises

455 Enterprise Dr.
 Suite 235
 Chuckles, CA. 92155

Dear Mr. Parker:

I am writing about the picnic your company hosted last week.

The picnic was great! I know everyone enjoyed the food.

The chicken was delicious and the potato salad divine.

This sentence and the next could be switched.

The musicians were very talented.

Everyone danced, even the mayor!

I have a much better impression of your company now.

You have made your commitment to the town clear.

I hope you will have more celebrations like this in the future.

If you do plan more parties, please let me know!

I look forward to hearing about them.

Sincerely,

Susan Smith

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