Letter sample – business



Letter Link: Let's write a letter

- Your name and address
- 2. The date
- The recipient's name, title and address
- Your formal greeting using the recipient's correct title
- 5. Your content
- 6. Your sign off
- Your signature and your printed name

	(I.) Sarah Thompson
	1115 Railway Road
_	CAPLTON NSW 22
7	3 March 2012
Pa.	Ar Geoffrey James
m.	Member for Cariton
3	376 Hyde Street
C	CARLTON NSW 2218
Т	o Mr Geoffrey James,
1	am writing to inform you of a dangerous corner where Lorikeet Li
0	nters Bay Street. The building on the east side of Bay Street exten
154	o far that it blocks pedestrians from the view of drivers in cars
е	oxiting the lane.
11	used to walk down Bay Street twice a day with my dog and many
n/	imes I have almost been hit by a car. I have since had to change m
m	oute because I feel so unsafe.
Т	he council should consider putting a mirror on this corner so that
P	edestrians can look down the lane and see oncoming cars.
Y	fours sincerely,
- 40	Sarah Thompson



Letter Writing Guidelines

JE Gale

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