

Business Letter Exercise Answer Sheet

1002 Mark Lane
Chatsworth, CA 91311
December 3, 2005

Heading

Mr. Michael Imchin
10027 Lark Lane
Chatsworth, CA 91311

Inside Address

Dear Ms. Imchin:

Salutation

Body

My name is Raquel Rose and I am writing 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 you are the manager of Chatsworth's Clean Streets Project and I feel it is 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 streets mentioned above because these are the streets that are the heaviest with traffic. Many people that live outside of Chatsworth drive these streets every day 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, then I ask that you reach out for volunteers to help keep these streets clean. I am a member of the 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 school and have come up with other ideas to clean our streets. If you are interested in our help or ideas, please contact me at the address listed above.

Sincerely,

Signature

R. Rose



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