

HEADING ¶

→ → → → → → → 350 Prospect Avenue or Ave. ¶
→ → → → → → → Oradell, New Jersey or NJ ¶
→ → → → → → → March 17, 2016 ¶

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Dear Ms. Bozios, ¶ GREETING ¶

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→ BODY I enjoyed watching the play Sherek. Thank you for
arranging an assemble for us. I also got to see it at night because
my sister was in the play. I went with my Mom and Dad. ¶

→ Do you think we could have a play for the second grade
students? Theyre are many of my friends that would be good
actors. ¶

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→ → → → → → → Sincerely, ¶ CLOSING ¶

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→ → → → → → → You will sign your name here after printing ¶

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→ → → → → → → Mary Flynn. ¶

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Directions: ¶

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1. Start with size 16 font ¶
2. Go to View on the menu bar > show invisibles ¶
3. ***Look for the misspelled words in the Body of the letter ¶
4. Write your letter ¶
5. Check your layout so it matches this ¶
6. Check your spelling, grammar and punctuation ¶