

LETTER 1

Block Style
Personal-Business

Type the following letter in block style. Vertically center the letter, and insert the current date. Use standard punctuation: a colon after the salutation and a comma after the complimentary closing.

(Current Date)

Mrs. Joan L. Locke
2356 North Central Avenue
Phoenix, AZ 85004

Dear Mrs. Locke:

Thank you for helping our sponsor by assisting on our trip to Flagstaff last week. It was a pleasure to meet you and hear about the various trips you have made in southwestern United States. As you know, we just moved to Arizona. It's my intention to learn about and see more of my new state.

I was particularly interested in Flagstaff and its importance as a vacation area. The presentation by the Chamber of Commerce was very worthwhile. It surprised me to learn that skiing is one of Flagstaff's top winter tourist attractions. No one would think that skiers would come from such states as California, New Mexico, or Texas to ski in Arizona. I would have thought it was too warm in Arizona for such a winter sport.

My parents and I plan to go to the Grand Canyon this coming summer; I told them that Flagstaff was the gateway to the Canyon. They indicated to me that my grandparents had taken a train to Flagstaff and then, taken a bus to the Canyon. I hope I can do something similar.

Thanks again for helping us on our trip.

Sincerely yours,

Ms. Alice L. L'Huillier
2314 Oak Street
Scottsdale, AZ 85257