

CLB4A – Writing – Skill Building

Identify the parts of the letter – Write the correct word in the box.

BODY	DATE	OPENING/GREETING
CLOSING	SIGNATURE	

March 1, 2003	←	
Dear Mr. James,	←	
I am writing this letter to inform you of the problem with mice in our apartment building.		
I reported the problem to the apartment manager a month ago, but nothing has been done. The problem is getting worse.	←	
I have tried to call you at home several times, but I have not been able to reach you. Please give me a call as soon as possible. My number is 555-1234.		
Thank you,	←	
<i>Sam Richardson</i>	←	
Sam Richardson		