

1. Carefully read the letter and envelope.
2. Label the letter:

Greeting
Signature
Recipient's Address
Body
Closing
Heading / Address

P.O. Box FH2049,
Nassau,
Bahamas.
November 23, 2020.

1. _____

Ms. Evans,
Guidance Department,
L.W. Young Junior High School,
Nassau.

2. _____

Dear Madame,

3. _____

I wish to have a transcript sent to the Bahamas Technical and Vocational Institution. I attended this school from September of 2014 and graduated in 2017. While there I was an outstanding athlete and prefect. I was also a member and saxophone player in the band. 4. _____

I am aware of the fee and will come into the school and pay for this service.

I would greatly appreciate your prompt attention.

Sincerely, 5. _____

6. _____

Andre Hall

The diagram shows an envelope layout with three main sections labeled with lines pointing to them:

- Return Address** (in red text) points to a box containing:

Ms. Evans
Guidance Department
L.W. Young Junior High School
Nassau, Bahamas
- Stamp** (in green text) points to a box containing an image of a Bahamian postage stamp.
- Address** (in purple text) points to a box containing:

Recipient's full Name
Business Name
Street Address
City, State, Zip Code
Country