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, 1. _____
Bahamas.
November 23, 2020.

Ms. Evans,
Guidance Department,
L.W. Young Junior High School, 2. _____
Nassau.

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