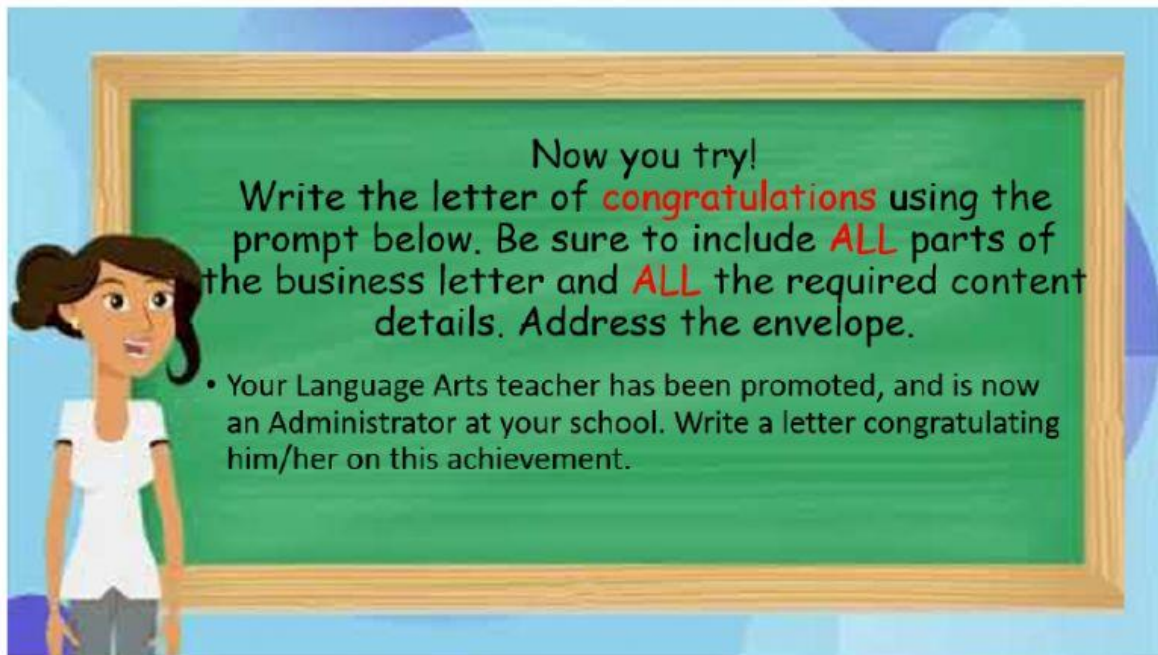




Now you try!

Write the letter of **congratulations** using the prompt below. Be sure to include **ALL** parts of the business letter and **ALL** the required content details. Address the envelope.

- Your Language Arts teacher has been promoted, and is now an Administrator at your school. Write a letter congratulating him/her on this achievement.



