

- Carefully read the letter and envelope.
- 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

