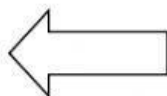
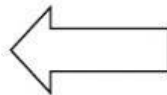


1492 Nakajama Road
Franklin, TN 370264

October 16, 2020

Felicia T. Azar, President
Department of Parks and
Recreation
1633 Alberta Place
Franklin, TN 37064



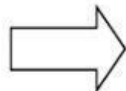
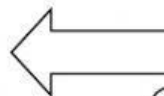
Dear Ms. Azar:

I am writing to suggest that the soft-drink machines in the park be removed. In their place, I recommend that fresh fruit machines be installed. There are two reasons I think this is a good idea. First, soft drinks have too much sugar in them, and they have no nutritional value. Second, with soft-drink machines, the city has the problema of cleaning up the empty cans that are sometimes left in the park.

I urge you to consider this idea seriously. It is for the good of all.



Sincerely,



Hester A. Martin



closing

heading

body

inside address

signature

greeting

After reading the example business letter, answer the following questions.

1. What is the topic of this letter?

2. Is the writer for or against the topic?

3. What are two reasons the writer gives to support this opinion? _____

4. How would you describe the closing of the letter?

Taken from Language Arts Grade 5, Harcourt Family Learning.