

Identify and Label the Parts of a Letter

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| Sam Richardson ESL Drive, Apt. 6-A Charlotte, NC 28202 | ← | |
| Larry James 123 N. Church St. Charlotte, NC 28202 | ← | |
| March 1, 2003 | ← | |
| Dear Mr. James, | ← | |
| I am writing this letter to inform you of the problem with mice in our apartment building. | | |
| I reported the problem to the apartment manager a month ago, but nothing has been done. The problem is getting worse. | ← | |
| I have tried to call you at home several times, but I have not been able to reach you. Please give me a call as soon as possible. My number is 555-1234. | | |
| Thank you, | ← | |
| <i>Sam Richardson</i> Sam Richardson | ← | |