

## FORMATTING A BUSINESS LETTER: review

This business letter is all mixed up! Cut out the pieces and paste them together correctly OR copy out the text in the correct order and format.

The chicken was delicious and the potato salad divine.	If you do plan more parties, please let me know!	Jonathan Parker Parker Enterprises
I look forward to hearing about them.	I have a much better impression of your company now.	Everyone danced, even the mayor!
The picnic was great! I know everyone enjoyed the food.	Susan Smith	I hope you will have more celebrations like this in the future.
Sincerely,	The musicians were very talented.	You have made your commitment to the town clear.
123 Wister Circle Chuckles, CA 92135	I am writing about the picnic your company hosted last week.	June 1, 2010
455 Enterprise Dr. Suite 225 Chuckles, CA, 92155	<i>Susan Smith</i>	Dear Mr. Parker: