

Identify and Label the Parts of a Letter

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	←	