

23633 Real Court
Valencia, CA 91355-2125
March 26, 20--

Ms. Denise Joyce
3209 Snyder Avenue
Modesto, CA 95356-0140

Dear Ms. Joyce

My English teacher, Mr. Holten, has been discussing with me the importance of considering the audience when I write.

He emphasizes that the language I use when I am instant messaging, e-mailing, or text messaging with my friends is not the language I should use when I am writing to adults. He tells me that the language my friends and I use when writing each other is quite informal and chatty, even though we may writing about a topic that is important to us.

I believe I need to learn more about writing to adult audiences, and I've decided to write my report on this topic. I want to learn how to change the style and tone of my writing so that adults will have a favorable first impression when I write them.

Since you are a professional writer, Mr. Holten suggested I write you and request the names of a few resources I can use to learn more about audience consideration. Also, I'm enclosing a letter that our FBLA club wants to send to area businesses. Would you mind reviewing it and giving us feedback on the style and tone we have used? Thanks. I look forward to hearing from you.

Sincerely

Catherine Kinze

Enclosure

71 A LETTER