

## Answer Key- Sample Business Letter for Editing

Below is a sample business letter. This letter needs to be edited for mistakes. Use the editing marks at the bottom of the page to correct any mistakes.

Fluffy's Veterinarian Clinic  
Dr. Snoopy Tailwagger  
5249 Furball Way  
Winston-Salem, N.C. 27106

June 4, 2006

Dear Mr. Watson,

Our records indicate that it's time to bring in your pet cat, Garfield, for his yearly checkup. His last office visit was on May 5, 2005. In order for him to remain healthy and in shape, we need to keep a close watch on his diet, weight, and exercise plan. In addition, he needs to have his yearly rabies shot, flea shot, and teeth cleaning.

The health of our animals is very important to us, and we request that you call as soon as possible to set up an appointment. Our phone number is 336-695-9997. We can be reached between the hours of 8:30 a.m. and 5:30 p.m. Thank you for your prompt attention to this matter. We look forward to seeing you and Garfield soon.

Sincerely,

Dr. Snoopy Tailwagger