

Unit 4

WORKSHEET 4B

Edit a Business Letter

Directions: Edit the letter below using the proofreader's marks (see page 498 of your textbook). Then use Microsoft Word to rewrite the letter correctly. Print the letter. On the back of the printout, write why the Fender Corporation might not reply to a letter written like this one.

October 2, 2004

fender musical instruments corporation
8890 Chaparral Road
Scottsdale, Arizona 86501

Dear fender company

We need to use a picture of one of your guitars for a flyer we are making for our school. The copies we made did not turn out too good

Please send us 500 copies of this guitar so we can staple them to our brochure.

thanks for taking care of this business, your guitars are the best.

We really need these by next Tuesday, because we started this project really late. You can use fedex because they are really fast.

Bobby Smith
Westside school
Wichita, Kansas