# APPLICATION: PUNCUATING BUSINESS LETTERS

In the following examples of business letters, all punctuation has been left out. Copy each letter in the lines provided, adding all needed punctuation. Make sure to use a capital letter after end punctuation.

1. Thank you for your letter of February 7 which the Post Office had missent to Saratoga Florida we are glad to hear of your interest in Strenco Plastics however we do not sell directly to consumers you will have to write to your nearest dealer who is located in Omaha Nebraska the address is Sav-Mor Supplies 287 Greene Avenue these people will help you promptly they are noted for their speedy service you were ordering from an old catalog as you may know we are enclosing a new brochure

We are sorry for the delay but we know that you will be pleased by the price durability and attractive colors of our materials

2. Your recent article called “Unusual Career for Unusual People” has been read by many members of our organization the career club at Benmore College whenever we can we try to have an expert on career planning talk to our members in person many of our members are interested in exploring new avenues therefore a talk by you would I am sure find a most receptive audience we have a very limited budget for outside speakers but we promise an eager appreciative group The Benmore Herald our college newspaper has in the past been given excellent coverage to speakers of your stature

Many of our students here commute from uptown so it would be easy to arrange transportation for you if you need it the motto of our group is “plan ahead” please help us plan ahead by giving us favorable consideration to this request