

## UNIT FOUR EXERCISE ONE: PUNCTUATION

**Directions:** *Correct any incorrect punctuation and spelling in the following letter. [Return Completed Assignment to: [admin@tmlbusiness.com](mailto:admin@tmlbusiness.com). Please be sure to include your name].*

*Mical Services Company Limited  
33 Boulder Avenue,  
Maracas,  
St. Joseph*

March 29, 2002

Mr. John C. Fremont  
74, Corner Street  
Port of Spain

Dear Mr. Freemont:

Thank you for meeting with us, and for your time and effort in preparing for the intervue. We appreciate your accommodating us with a flexable schedule.

We are in the final stages of processing your application and we need three more items for our files. Your income tax number permanent home address and your date of birth; as soon as we get this information we can procede to complete your permanent records.

Everyone here at Mical Services is looking forward to working with you. And we are eager to have you begin as soon as possible. Please, call me as soon as you can with this information.

Sincerely

Janet Reece  
Humane Resource Manager