

9 | Proofread Your Letter

When you proofread a letter, look for errors in spelling, punctuation, and capitalization. Check to be sure that the letter is written in the correct form.

Proofread the business letter below. Use a dictionary to check the spelling of any word you are unsure of. Then rewrite the letter correctly. You should find and correct twelve mistakes.

26 walnut street

Norfolk, VA 23511

February 16 198__

Customer Relations

eaton Manufacturing Company

5023 oneida Boulevard

Harrisburg PA 17109

Dear customer relations

I recently ordered one portible table easel, twenty inches high and eighteen inches wide, which cost \$12.75. The order number was 20657. However, I was sent a folding easil by mistake. I am returning the folding easel with this letter. Please send me a portable easel as soon as possible. Thank you for your attention to this matter.

Sincerely Yours,

Perry Young

(continued)