

Formal letter

Read the letter. Underline and correct ten mistakes.

John Padcock
24 Grosvenor Street
Manchester MU 786

Micrographics Inc.
121 Regent Street
London W1 5LK

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Dear Mr:

I write to apply for the job advertised in
The Times as a computer analyst.

I've a degree in Computer Science, and I am
working with computers for three years in a
software company in Manchester. I would now
like to move to London, which is why I am
interested in this job. I send my CV and a
completed application form.

I look forward to hear from you.

Yours sincerely

John Padcock