Formal letter

Read the letter. Underline and correct ten mistakes.

John Padcock (1)
24 Grosvenor Street
Manchester MU 786

Micrographics Inc.
121 Regent Street
London W1 5LK

↗ 10

February 2000 (2)

Dear Mr: (3)

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

(5) I've a degree in Computer Science, and I am (6) 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 (7) completed application form.

I look forward to hear from you. (8)

Yours sincerely

John Padcock (9)

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1 no name   2 it should include the day   3 Dear Mr Black

4 I am writing   5 I have a degree   6 I have been working

7 I enclose   8 I look forward to hearing

9 JOHN PADCOCK – typed version of sender's name should go under his signature

10 the date should go under sender's address