**Writing Application Letters**

**Editing** Special Parts of a Letter

|  |  |  |  |
| --- | --- | --- | --- |
| Student: |  | Date: |  |

**Edit for punctuation and capitalization.**

Edit the following parts of business letters for punctuation and capitalization. The first one has been done for you.

1. April 12**,** 2016

2. 925 East 49th Street

Austin Texas 78745

3. dear Mr. Kazarian

4. Sincerely

5. Baltimore MD 21201

6. yours truly

7. December 1 2016

8. Dear ms. Johansen

9. 255 William street

Worcester MA 01609

10. thank you