

Plum City High School

907 Main Street
Plum City, WI 54761
Phone: (414) 773-3000



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Name of friend | street address | city | state | zip | Dear First Name |

Thank you for reporting the unpleasant incident you observed at one of our recent athletic events.

This incident has been reviewed by officers of the Student Council and by school administrators. The three students involved have been identified and disciplined. We have also set up procedures that we believe will prevent such incidents from happening again.

The behavior of our students is of great importance to us, not only for the image of our school but also as evidence that our young men and women, through our help, are growing into well-behaved adults. Thank you for helping us achieve our goals.

Sincerely YOUR NAME, Athletic Director

Some letterhead has a bigger left margin and has graphics or information about the organization there. You may choose 1", 1.25" left/right or something larger on the left (perhaps up to 2") and 1" right.



DIRECTIONS

Please create an appropriate letterhead with the information above and key this letter in a **BLOCK FORMAT** with **MIXED PUNCTUATION**.

This letter doesn't look right. It looks like someone did not care about making this easy to read. If I get a letter like this, I wonder about the business and why they don't care about a professional reputation.

