

A Business Letter

Heading

24 Johnson Avenue
Portland, Maine 04106
April 7, 2001

Greeting

Ms. Carla Higgins
Vice President, Public Relations
Dewpoint Corporation
7600 Kenmore Avenue
Sunnyvale, California 94086

Dear Ms. Higgins:

I am writing to request information about the history of the refrigerator. I am interested in knowing how people kept food fresh before there were refrigerators.

Body

I am in the fourth grade at Rogers Elementary School. Our teacher has asked each student to prepare a report about the history of a household appliance. Any information you send me will be used in my report.

I decided to write to you because we have a Dewpoint refrigerator at home, and it's great! Thank you very much for your help.

Closing Signature

Sincerely,
Robert Holmes

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