Malcolm Mulligan

**In all formal writing the return address is required**

499 Cliffe Street

Fredericton, NB

E3A 9P5

December 6, 2013

Mr. Brad Sturgeon,

Remember the inside address must include the name, position and physical address of the person who will receive the letter

Principal,

Leo Hayes High School

499 Cliffe Street

Fredericton, NB

E3A 9P5

In formal Salutations avoid “to whom it may concern” Make it personal. (But not too personal).

Dear Mr. Sturgeon,

I want to thank you for allowing me to work with a professional team of teachers who are focused on teaching young adults. I have enjoyed every minute of my time here at Leo Hayes High school. Throughout my placement, I have been encouraged to learn about the teaching career and all the skills required to be a good one. I appreciate your professional support of my learning and because of you and your staff I am much more prepared to make informed decisions about entering the career.

Again, thank you so much. I greatly appreciate your generosity.

Sincerely,

Leave 4 single spaces and remember to sign the letter.

Print 2 copies, 1 for the employer and 1 for your Portfolio Project.

Malcolm Mulligan