

Ashley Way  
Chillicothe Middle School  
381 Yoctangee Parkway  
Chillicothe, Ohio 45601

Comment [U1]: Return Address

November 5<sup>th</sup>, 2010

Chuck Norris, Manager  
International House of Pancakes  
300 Walmart Drive  
Chillicothe, Ohio 45601

Comment [U2]: Inside Address

Dear Mr. Norris,

Comment [U3]: Salutation

I am writing to you today to tell you what a wonderful experience I recently had at your restaurant. Our server, Doug, was efficient and friendly. Our pancakes were fluffy and delicious; I chose strawberry from your delicious selection of fine syrups. Finally, our generous portions were complimented by very reasonable prices. Thank you for a pleasant dining experience. We look forward to eating at your restaurant in the future and recommending you to all of our friends.

Comment [U4]: Body

Sincerely,

Comment [U5]: Closing

Ashley Way

Comment [U6]: Signature

Ashley Way

Comment [U7]: Writer's Typed Name