



Editing and proofreading a formal letter

This letter to a teacher has quite a few **mistakes**. See if you can spot them.

	10 Defoe Road Brandon Suffolk IP44 7UJ
10 June 2011	
Dear Mrs James	
I am writing to let you know that my daughter Joanne will not be able to do her detention after school next tuesday. This is because she has an appointment with the dentist that day. Is it possible to put off the detention until the following week, when I can collect her by car from school at 5pm.	
Yours sincerely	
Chris Johnson	