

## **Block Letter Assignment**

**Directions:** Create a block style letter using the block letter format. You will write the letter as yourself working Bakersfield City parks department. Use the senario and information below to create the letter. Remember to save the letter on your computer and name it **Word 8**.

**Inside Address:** Art Freeman  
Kern County Parks Department  
1001 Parks Avenue  
Bakersfield, CA 93307

**Sender:** You  
Assistant Parks Director, Kern County Parks Department

**Senario:** You are the Assistant Parks Director who is in charge of keeping neighborhood parks clean and safe. You are writing a letter to your boss Art Freeman telling him of your efforts to keep the Kern County Parks clean and safe. First explain what is being done to the parks now – ex: There is trash all over the grass and graffiti painted on the sidewalks. The swings are all broken and the slides smell like urine. Next, explain what you are doing to fix the problems – ex: I have removed all graffiti from sidewalks, sprayed down all the slides with cleaner and replace all the chains on all the swings.

**Remember:**

- \*you have to convince him that you are fixing all the issues that need attention.
- \*Let him know exactly what you are doing to fix the problems.
- \*Let him know that you will take care of all the ticket sales and that the arena fits 30,000 people.
- \*Anything else you can think of to say to your boss to tell him you are doing a good job.

**Must have:** Three paragraphs at least (each paragraph has to have at least 3 to 4 sentences in them)