

Name _____

The Comma 1

Directions: Read the letter and add any needed commas.

98 North Street
Winston KS 29384
July 2 2010

Dear Mr. Smith

I am writing to request a refund on my order placed May 2 2011 for your Spinning Wizard. I eagerly awaited its arrival for two months. I was very disappointed however when I received mine in the mail. Upon opening the package I discovered my Spinning Wizard had been shipped without any cushioning or protection. Realizing this had happened I closely inspected my new toy. Unfortunately the Spinning Wizard had been damaged and would not work. I am returning the broken toy and I am asking that you refund my money. If refunding my money is not possible I would like to be shipped a new toy. I do of course request that you properly package the new toy if one is shipped to me. I look forward to hearing from you soon.

Sincerely

Bobby

(15 missing commas)



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