

Can You Catch All the Errors in This Email Reply?

To...	<u>Kathi Ford <kathi.ford@companya.com></u>
Cc...	<u>Michelle Hill <mhill@xyz.com></u>
Bcc...	
Subject	<u>Re: Inquiry - Business Writing Classes</u>

Dear Kathy,

Thanks you for inquiring about a writing class. I would be happy to travel to San Fancisco to to work with you and your team.

You asked whether I am available on Thursday, June 12. I am sorry that I am not available that day, but the following Wednesday and Thursday, June 19 and 20, are open. Please let me know if you would like me to hold either day for you

I have attached a list of classes, which includes descriptions and fees, to provide you with additional information.

Feel free to email me or Michael Johnston, our Client Services Manager, who is copies on this message (miachelj@syntaxtraining.com), if you have any questions. Or call us at 206-728-8410.

I look forward the opportunity to work with you.

Best regards,

Lynn
Lynn Gaertner-Johnston
Founder, Syntax Trianing
Phone: 206-782-8410

Did you find at least 10 errors? An electronic grammar and spelling checker missed 13 of the 14 errors planted in the message!

Learn methods for catching all kinds of errors in Proofreading Like a Pro.