

Entry 19: Letter to Tom

Imagine that a few weeks after the end of the story, Tom receives a letter from his supervisor. What might this letter say? Would it praise his hard work, creativity, and efficiency, or would it question a sudden attitude change on Tom's part?

Using proper business letter format (handwriting is all right in this case), compose the letter to Tom. Include all the required elements, including initials, enclosures, and a copy (or copies) sent elsewhere. You'll need to invent the addresses for your letter.