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PRACTICE TEXT

395 Oak Brook Lane #5
Manassas, Virginia 20110

City Rocks Gym
2348 Northup Street
Manassas, Virginia 20110

Dear Mr. Townsend:

JOURNALING

I recently went and visited City Rocks Gym for an after-school birthday party and was thrilled and excited by how much fun indoor rock-climbing is. I liked that even though I had never attempted or tried rock-climbing before, the teachers knew how to show us exactly how to perform the thrilling activities. I also liked that there was so much thrilling one-on-one interaction between the teachers and kids.

PRACTICING

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I would love to have my birthday party at City Rocks Gym. However, I am writing this letter because I don't think I will be able to do so because of your company's business hours policy and rules. According to your website, City Rocks Gym is open for several hours after school and on Saturdays all day, but is closed on Sundays. Both of my parents work during your after school hours and would not be able to attend my party on any weekday because they work. It would be great to have the party on Saturday, except my family is Jewish so we go to Temple on Saturday and spend the rest of the day together at home being together.

COACHING

REFLECTING

I am very interested in having my party at your gym and hope you will consider

making a very special exception to your policy so I can have my party there on a Sunday. I would like to invite 25 friends to my Sunday party. According to the rates on your website, at \$22 a person, plus the extra instructor fee for having more than 20 kids, your business would make \$575 by allowing us to have the party on Sunday. Also, my best friend's Dad takes very nice pictures for the community newspaper and he said he could take pictures and put them in the "Out-and-About" section. This might help very more people find out about City Rocks Gym and bring you more business.

Thank you for your very kind consideration. My birthday is in May, so perhaps you could call me at your earliest convenience to discuss which Sunday could work for you and your staff. My phone number is (555) 555-5555, or please feel free to contact me at my address, or by e-mail at g_goldman1@suremail.com. I hope I get to have my birthday party at City Rocks Gym because I can't wait to show my friends how cool and awesome it is to rock-climb!

Sincerely,

Gregory Goldman

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