

Technical Writing

You are sent a letter from James Candy, of 2 Mangrove Court in Leesburg, FL 34748. He and his family are considering a visit to your community and want to know what you have to offer for families, historical sites, places to stay and eat, and possible events this summer. He needs a response as soon as possible.

Please write a one-page letter on your letterhead, and bring it to class. This is required. Thank you.