Genre 4- letter

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| Original | Revision | Explanation/Rule |
| I am writing to you regarding your son, Billy’s performance in class. | I am writing to you regarding your son Billy and his performance in my class. | The first way didn’t make sense and was confusing to read |
| Because the marking period just finished, you should be receiving a report card in the mail. | The marking period just finished so you should be receiving a report card in the mail. | Don’t start a sentence with because |
| I will do anything in my power for your son to feel just like every other student, and succeed just as well as them. | I will do anything in my power for your son to succeed. | The other students may not be succeeding |
| The whole letter was written as one paragraph | Break it up into more paragraphs | It will make it look more like a professional letter |
| There is no contact information on the bottom of the letter | Add contact information | It will make the letter look more professional and give the parent more information if they need to contact the school |