

## EXERCISE ON WORDINESS

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*To play this game, cross out all unnecessary words. Do not, however, eliminate complete sentences. Minor editing is allowed; e.g., you can add a word in order to eliminate several other words.*

Dear Mrs. Sanchez:

Permit me to take this opportunity to thank you for your letter that I have just received and for your request for a booklet describing our association and its services.

In reply, I wish to state that we shall be very happy to comply with the above request. May I point out that a number of booklets are available; however, you may not find that all of them are useful for the purpose that you have in mind.

Please find enclosed herewith a list that will tell you what booklets are available at this time and which will enable you to tell which ones you want to order if they are the ones you want. Because of the fact that supplies of some of the booklets are limited, please permit us to suggest that you check the list we send you and return it to this office in the enclosed, self-addressed, stamped envelope as soon as is convenient for you.

In addition please permit me to state that in the future we shall always be glad to answer any of your questions about our services. Please do not hesitate to write us whenever you need information that we can supply to you.

Yours truly,

Alicia Alucard