

Letter A – Modified Block Format

Fox Valley High School
3000 Delaware Avenue
Chillicothe, Ohio 45519
March 3, 2003

Mr. James Scott
1010 Springview Avenue
Chillicothe, Ohio 45520

Dear Mr. Scott,

On April 14, the Fox Valley High Drama Club is sponsoring a special event, the play “Good News” at Fox Valley High School. Many of your former students will appear in this play.

As our former drama director, we would be pleased and honored if you could attend. We have worked long and hard on this production, using many of the drama techniques that you have taught us. We have a very good ticket for you. You will be seated among students and your former co-workers, so this should be a fun time for all.

We hope to see you on the 14th.

Yours truly,

Student A, President
Fox Valley Drama Club