

Mrs. Pleadwell  
Current Date

Your House # and Street Address  
Community, NB  
Your Postal Code  
Current Date

↓  
Enter 5 times  
after date

Mr. Edward L. Brown, Manager  
The Skyline Motel  
Jasper, Alberta  
T0E 1E0

Dear Mr. Brown:

Last week my two friends and I stayed at your motel for a weekend of skiing in the area. As members of the Skyline Ski Club and guests at your motel, we were to be given free ski-tow passes.

When I got home, however, I checked the bill dated \_\_\_\_\_ and discovered that we were charged \$36 for the use of the ski tow. Since we are all members of the Skyline Ski Club, we should not have been charged for the use of these facilities.

Use last Sunday's date in the blank. Don't include the year).

I would appreciate your taking the time to correct our bill and send me a cheque for the sum of \$36, the amount of the overcharge. My address is at the top of this letter.

Sincerely,

↓  
Enter 4 times  
after closing

Type your name here