

Figure 1-2: Annotated Business Letter

22A Aqueduct Street
Welland, ON L3C 1B6

>

November 4, 1995

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Mr. Don Cook
Environmental and Traffic Services Engineer
411 East Main Street
Welland, ON L3B 3X4

>

Dear Mr. Cook,

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Putting a stop sign on Aqueduct Street will reduce the chances that a speeding car will kill one of our children.

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Aqueduct Street looked like the quiet, safe environment I wanted for my children. Many of the neighbourhood children—including my own—enjoy playing along the street, and they sometimes cross it. Because Aqueduct Street runs parallel to a much busier major thoroughfare, car drivers use our street to avoid the heavier traffic and stop lights on Niagara Street. Most of these people are driving too fast for a residential neighbourhood with many families and many children.

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My concerned neighbours and I feel that a four-way stop created at the corner of Aqueduct and Church would reduce non-residential traffic and slow down all the drivers using Aqueduct Street. The expense would be modest compared to the incalculable cost of a child's injury or death by a speeding motorist out to save a few minutes' commuting time.

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By installing the stop signs, you can help make our street safer for children, as we request in the enclosed petition, signed by all the adults on Aqueduct Street.

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Please contact me before the next council meeting on November 15. The residents of Aqueduct Street are worried that heavy non-residential traffic is endangering our children. We urge the City Engineer to place a four-way stop sign at the corner of Aqueduct and Church to help reduce the danger.

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Sincerely,

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AQUEDUCT STREET RESIDENTS COUNCIL

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(Ms.) Christine Guthbridge
President

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Enclosure

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Copy to Councillor Diane Grenier

Heading

Date

Inside Address

Salutation

Body of Letter

Complimentary Close

Organization Name

Writer's Name

Reference to Keyboardist

Enclosure Notation

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