

## **A Letter to Correct: Editing Written Work**

**Do you think this letter needs revision? If so, edit it for tone, style, and language used.**

22 B south Seaview Avenue  
Defence Housing Authority  
Karachi 75500

October 30, 2007

Mr Jamil Pathan  
Manager  
Electrical Systems Ltd  
75 Mall Road  
Lahore 48000

Respected Mr Jamil Pathan:

May I take the liberty to state that I am writing thanking you for the interview at the University of Punjab on Thursday November 1, 2007. I highly appreciate the time you took to explain the differences between Electrical Systems Ltd and other companies. Our discussion has greatly strengthened my desire to pursue a career with Electrical Systems Ltd.

At your kind request, I have enclosed my senior design project, which includes a design, cost breakdown, and complete thermodynamic analysis of a plutonium-core reactor. I believe that this project is a fantastic representation of not only what I have learned in my Engineering Physics curriculum, but also what I can most definitely produce for Electrical Systems Ltd.

I humbly thank you for your consideration. I will be extremely obliged if you would please to contact me with any further questions. Looking forward to the prospect of working with your highly esteemed organization.

With good greetings and kind regards.

Yours obediently,

*Khadim Hussain*

Khadim Hussain

Enclosure