

Letter No. 15

MR. J. A. KENT, Cairo, Illinois.

Dear-Sir:—We-beg-leave to-call attention to-the enclosed which appears on-our books to-be past maturity. Presuming that-you-have had ample time to-make your-collections and-forward us-the-money, we-hope-to-be favored with an early remittance.

Unless we-get a remittance by-return-mail, we-shall-place-the account with-our attorney for-collection. We-want our money.

Yours-respectfully,

Letter No. 16

MR. WALTER FASSETT, Newton, Kansas.

Dear-Sir:—We-have for sale in Henry County the Northwest Quarter of Section Seventeen, Township four, Range Nine. This land is-very fertile and-is two-miles east and-one mile south of-your-land, and-we write to-ask if-you-can-send-us a buyer by-the-first of next month? If-so we-will-give a liberal commission to-the-salesman.

We-are offering-the land for fifty dollars per acre, and-will allow liberal terms of payment to-the purchaser. If-you know of anyone who-wishes to-buy it, or-if-you-will buy it yourself, you-can-save the commission.

Truly-yours,

LESSON 10**THEIR, THERE and THEY ARE**

THEIR, THERE and THEY-ARE may be expressed in a phrase by lengthening a stroke and shading it, where the stroke is connected to another stroke or word-sign, but not in the first stroke of an outline, thus: