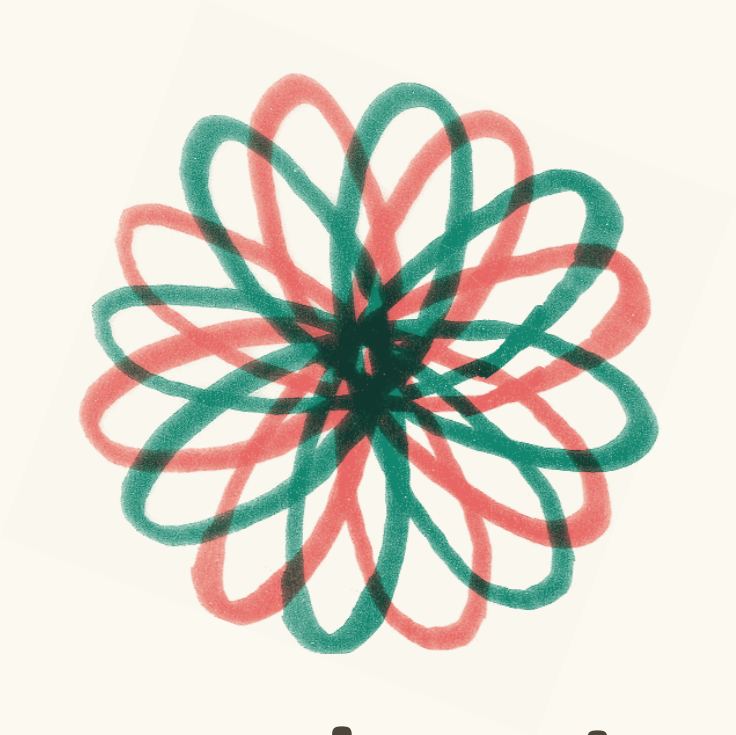
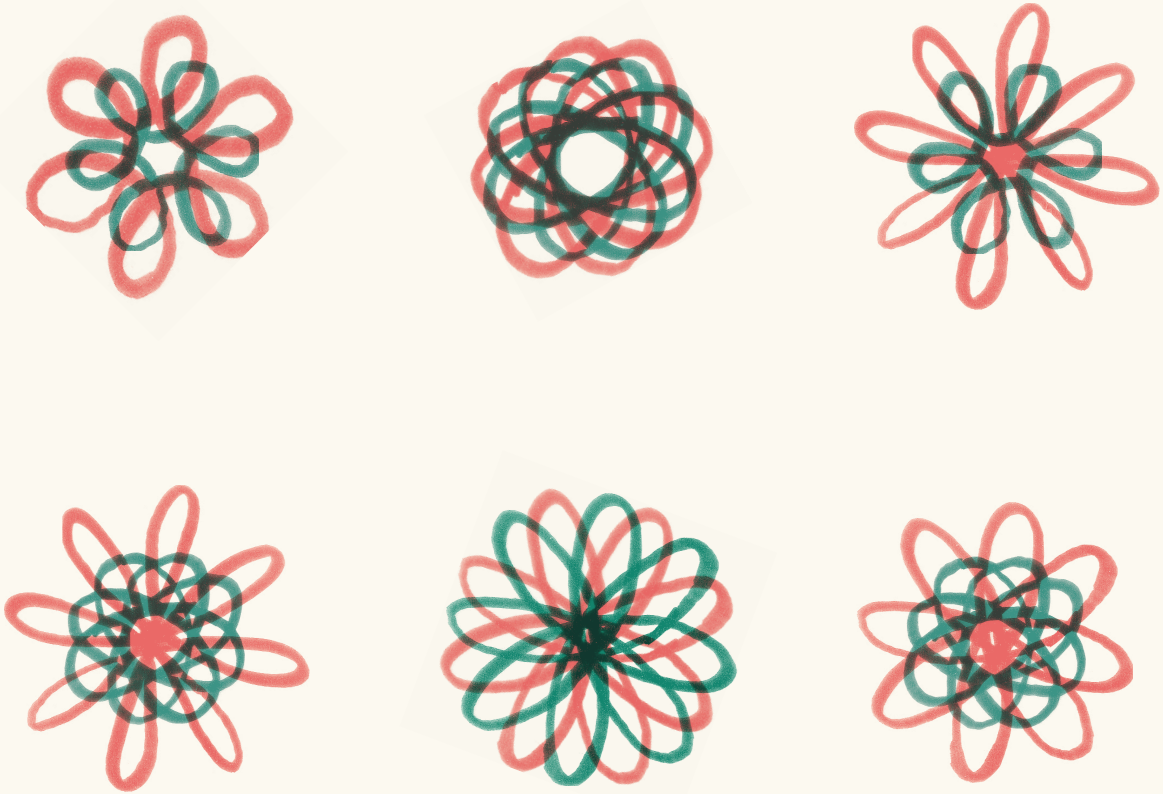
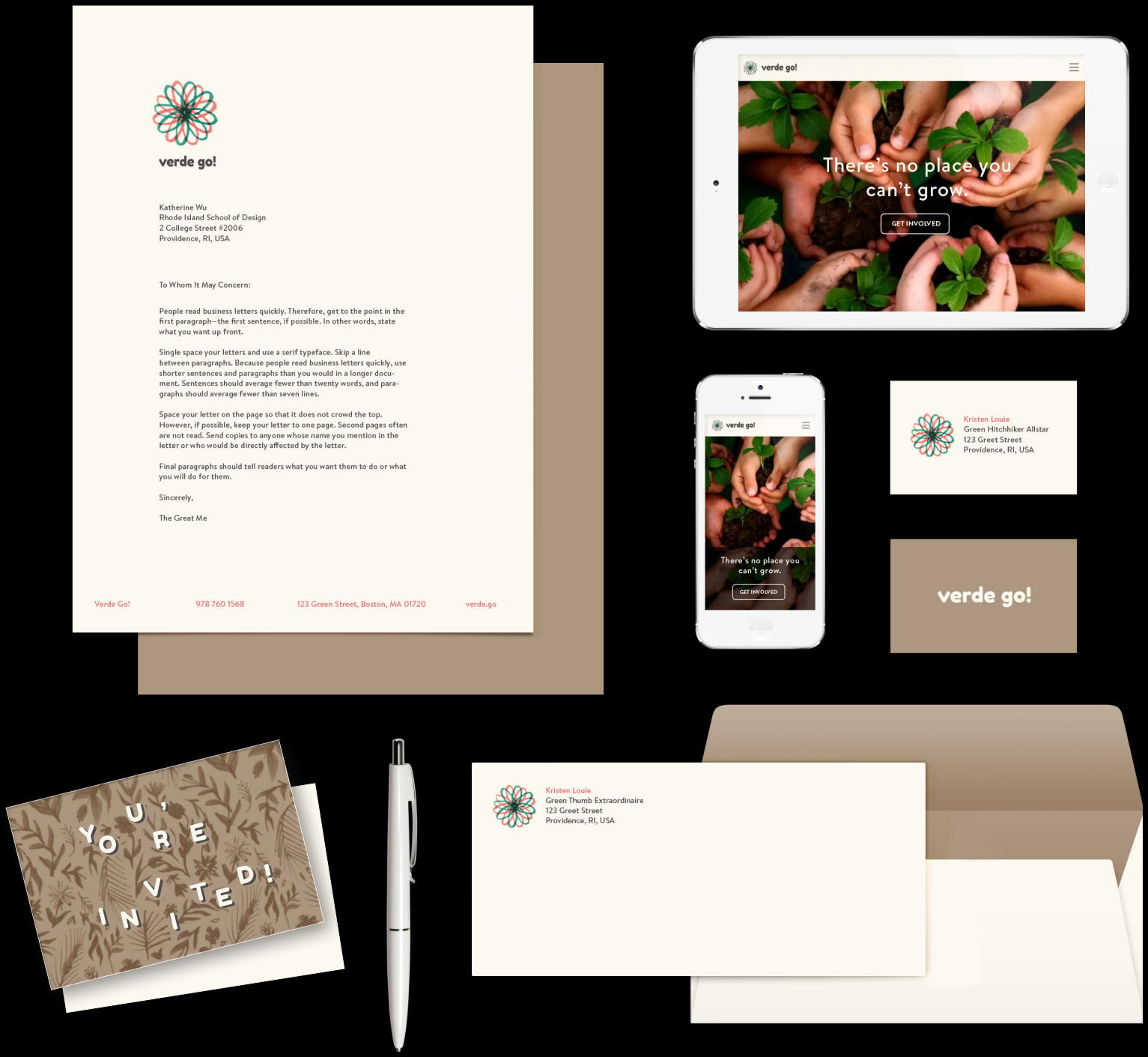
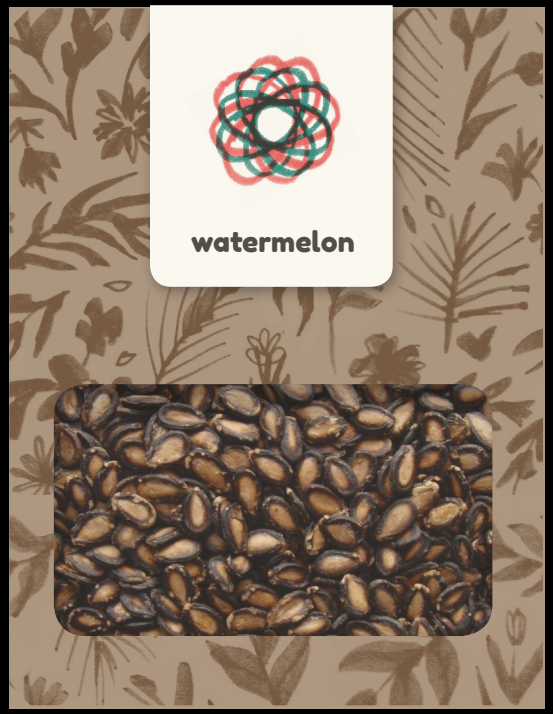


verde go!

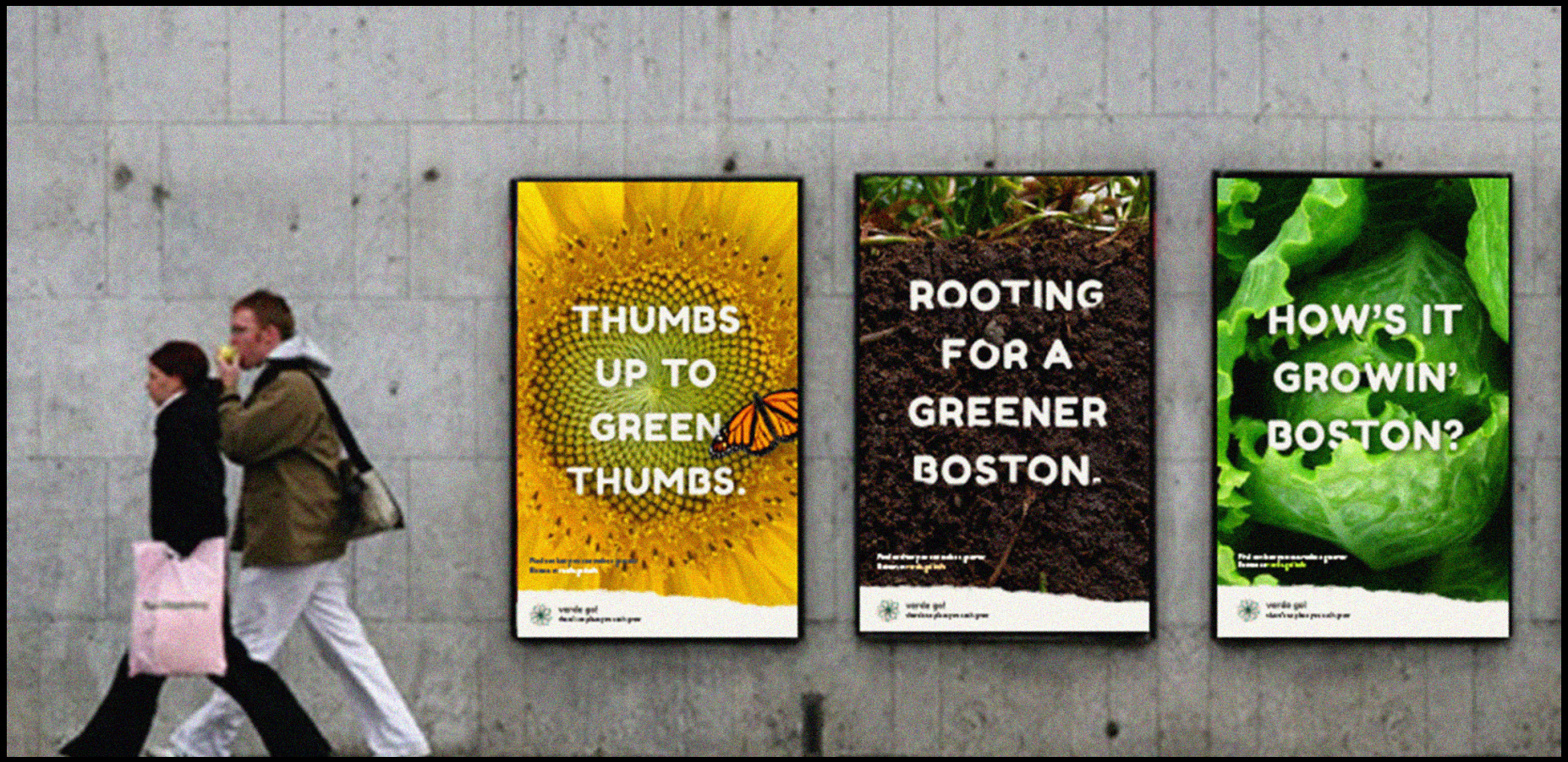


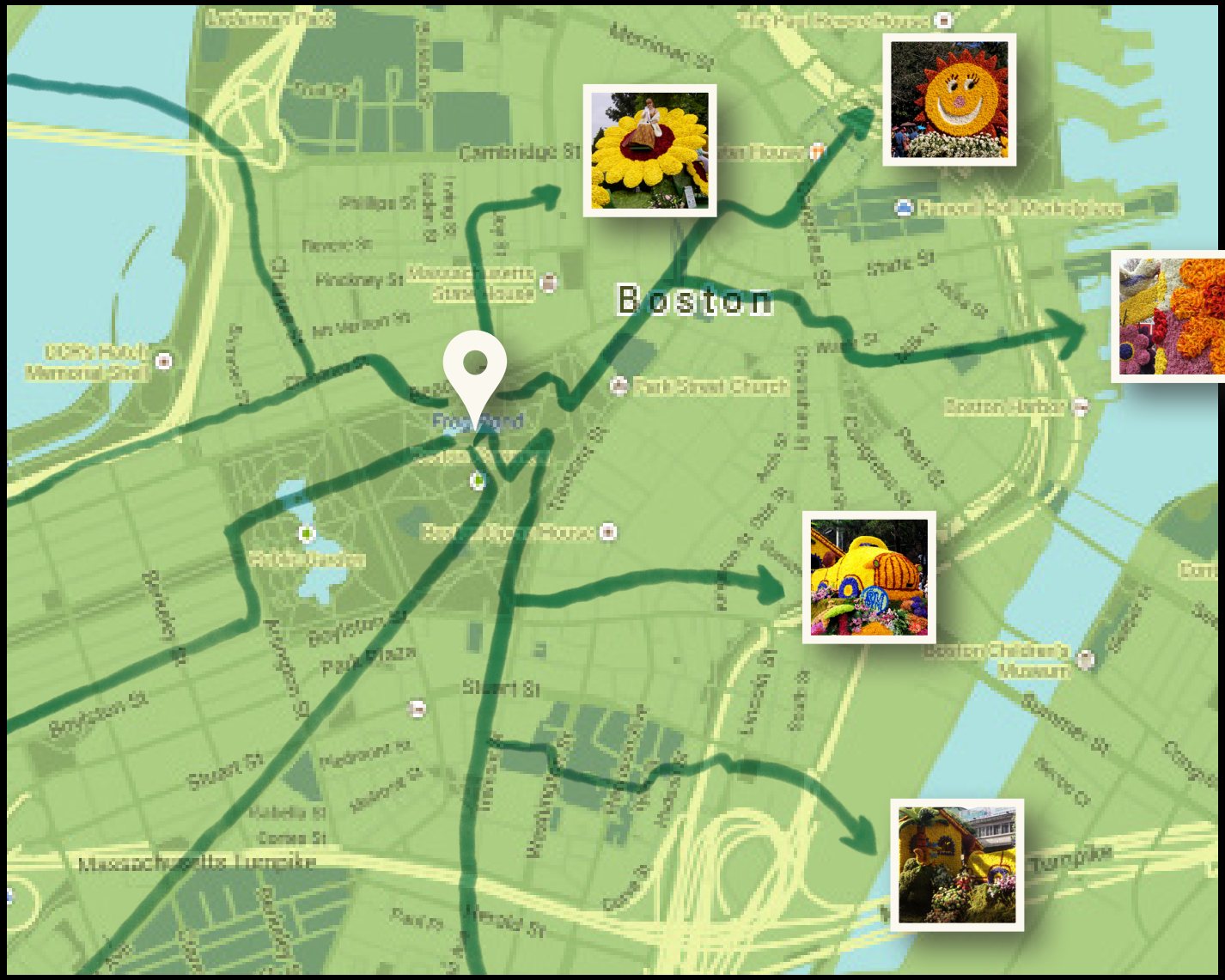

verde go!
Katherine Wu
Rhode Island School of Design
2 College Street #2006
Providence, RI, USA
To Whom It May Concern:
People read business letters quickly. Therefore, get to the point in the first paragraph—the first sentence, if possible. In other words, state what you want up front.
Single space your letters and use a serif typeface. Skip a line between paragraphs. Because people read business letters quickly, use shorter sentences and paragraphs than you would in a longer document. Sentences should average fewer than twenty words, and paragraphs should average fewer than seven lines.
Space your letter on the page so that it does not crowd the top. However, if possible, keep your letter to one page. Second pages often are not read. Send copies to anyone whose name you mention in the letter or who would be directly affected by the letter.
Final paragraphs should tell readers what you want them to do or what you will do for them.
Sincerely,
The Great Me
Verde Go!
978 760 1568
123 Green Street, Boston, MA 01720
verde.go
verde go!
There's no place you can't grow.
GET INVOLVED
verde go!
There's no place you can't grow.
GET INVOLVED
Kristen Louie
Green Hitchhiker Allstar
123 Greet Street
Providence, RI, USA
verde go!
YOU'RE INVITED!
Kristen Louie
Green Thumb Extraordinaire
123 Greet Street
Providence, RI, USA

yellow squash


watermelon

ch-ch-ch-chia


THUMBS UP TO GREEN THUMBS.
ROOTING FOR A GREENER BOSTON.
HOW'S IT GROWIN' BOSTON?


Boston
Cambridge St
Mariner St
Phillips St
Pinckney St
Mt Vernon St
State St
Boston Harbor
Boylston St
Stuart St
Massachusetts Turnpike
Summer St
Boston Children's Museum
Park Street Church
Frog Pond