

Elements of a Letter Exercise 1

Objective Assessment

Matching. Review the legal letter on the following page, and match the letter parts in the model document with the correct name, and write the letter of the correct part in the space provided below. *Hint: You may use your Gregg Reference Manual to assist you, if necessary. Rule 1308 (pp. 344 – 347).*

1. ____ Body	2. ____ Complimentary closing
3. ____ Enclosure notation	4. ____ Letter address
5. ____ Subject	6. ____ Reference initials
7. ____ Salutation	8. ____ Second page heading
9. ____ Copy notation	10. ____ On-Arrival notation
11. ____ Special notation	12. ____ Filepath; File Name Notation (Document ID)

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November 14, 2016

BY FAX 905-687-4682 (A)

WITHOUT PREJUDICE (B)

Mr. Colin W. King
Armstrong, Ward & Siegel
Barristers & Solicitors (C)
16 Montreal Street West
Whitby ON L4R 8C2

Dear Mr. King: (D)

Henry P. Jones – 24 Mohawk Blvd. Toronto (E)
Expropriation by City of Toronto
Our File No. 04756/1262

I have considered at length with my client the matters that I discussed with you last week. I am satisfied that the figure of \$185,000 that I used is a realistic one if the legal question is resolved in favour of Mr. Jones. I am unable to say that your figure is unrealistic if it turns out that the city's position is right on the legal question. (F)

If we are going to avoid prolonged proceedings to determine the legal question, and keeping in mind that an adverse result to the city might require an appeal, because of its effect on other expropriations proceedings, it seems that a compromise settlement should be considered. In other words, I suggest agree to settle the matter at that figure. I have attached an information package for your review listing the agreement of our settlement offer.

I am authorized to offer to settle the matter at \$185,000, with respect to the matter of the payment to be made on account, and subject to the usual adjustments on closing. Mr. Jones will let me know within a week whether he wishes to retain possession, but this will not affect the question of the quantum of compensation, and Mr. Jones' decision on the matter of possession will be known before any agreement that we might reach has been approved by the authorities.

It is may be difficult for me to meet with you in the next two weeks, since I expect to be in Ottawa for two appeals in the Supreme Court. However, please call my office and leave a

Mr. Colin W. King
Armstrong, Ward & Siegel **(G)**
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message as to when you might be able to see me. I will do my best to meet at your convenience. I know you are as anxious as Mr. Jones and I to bring this matter to a conclusion.

If we cannot arrange a mutually convenient time, my partner Mr. Johnston is available. He has worked closely with me and Mr. Jones on this matter and is fully conversant with all the particulars of our discussions.

Yours very truly, **(H)**
HILL, JOHNSTON & GRANT

Michael Colucci

MC:ri **(I)**

Enclosures **(J)**

c: Peter T. Grant **(K)**