

Business Letter Writing

September 2012

Business Letter

- We write business letters to people we **DO NOT** know well.
- It is more formal than a personal letter.
- Business letters should be typed and printed out on standard white paper.
- We might write a business letter to:
 - persuade
 - inform
 - request
 - recommend
 - apologize

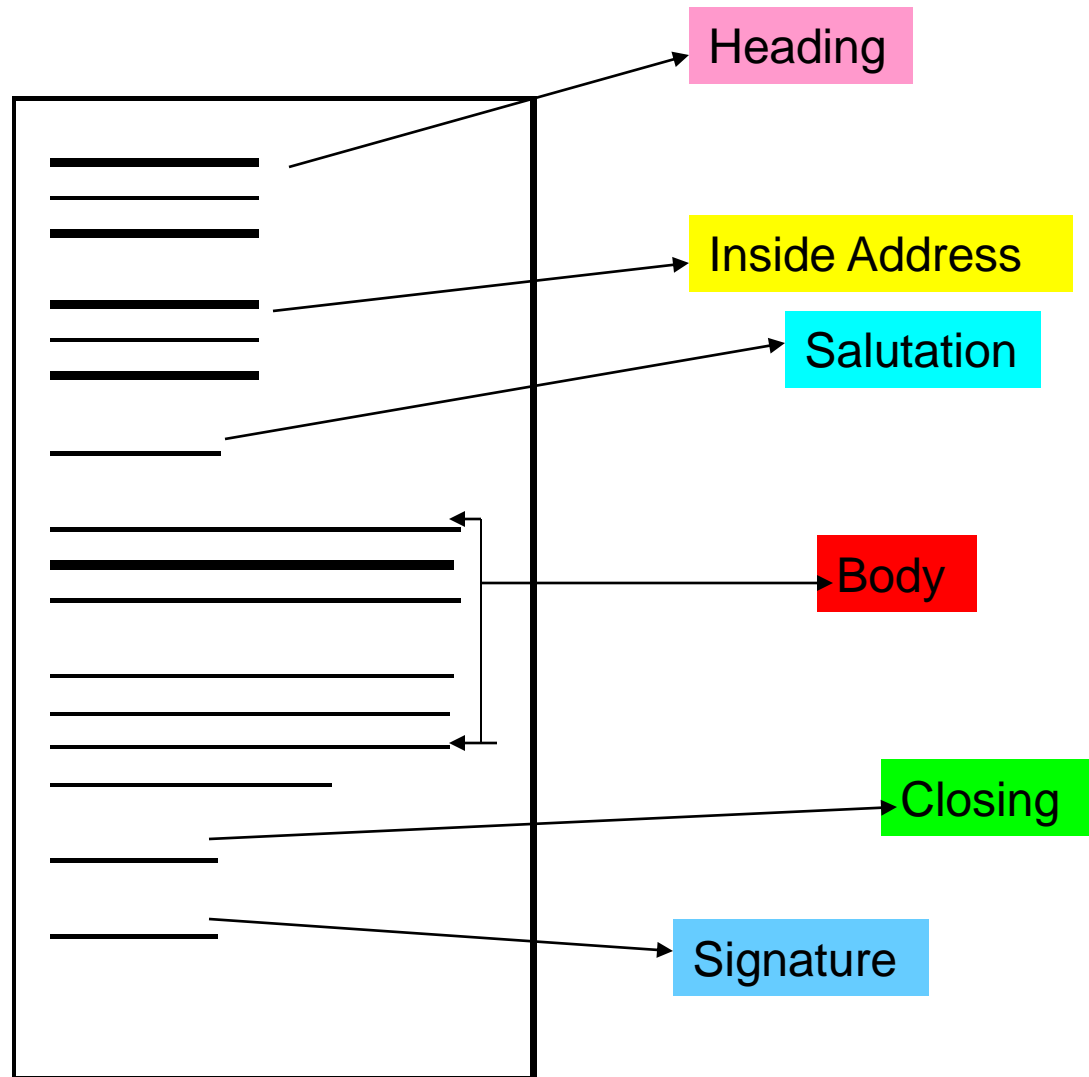


Business letters have six parts:

1. The Heading
2. Inside Address
3. The Salutation
4. The Body
5. The Closing
6. The Signature



Parts of a Business Letter



Three Different Formatting Styles for Letters

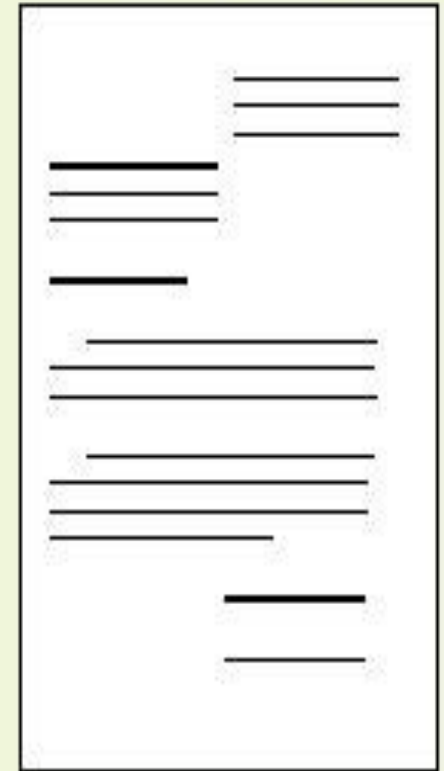
Block



Modified Block

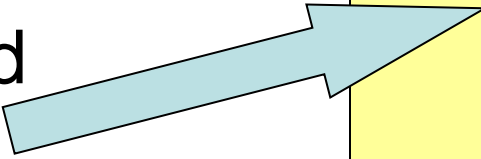


Semi Block



The Heading

- The heading includes your address and the date.
- **DO NOT** include your name.
- The heading is written in the upper right-hand corner of the page.



508 Bluebird Street
Dallas, TX 75287
February 8, 2012

Inside Address

- The Inside Address is the address you are sending the letter to.
- It includes titles, names, and addresses.



508 Bluebird Street
Clarksville, Ohio 75287
January 5, 2004

Dr. James Harding
Director of Choir
435 Mayweather Street
Clarksville, Missouri 87645

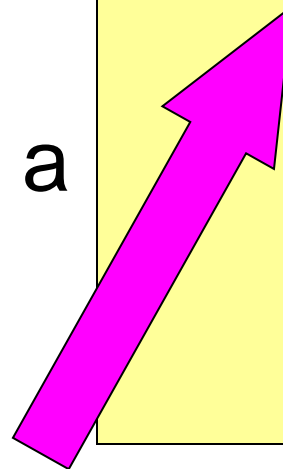
The Salutation (greeting)

- The salutation allows you to greet the person you are writing.
- It begins with a capital letter and ends with a colon.
- After you write the person's name, you put a colon (:).

508 Bluebird Street
Clarksville, Ohio
January 5, 2004

Dr. James Harding
Director of Choir
435 Mayweather Street
Clarksville, Missouri 87645

Dear Dr. Harding:

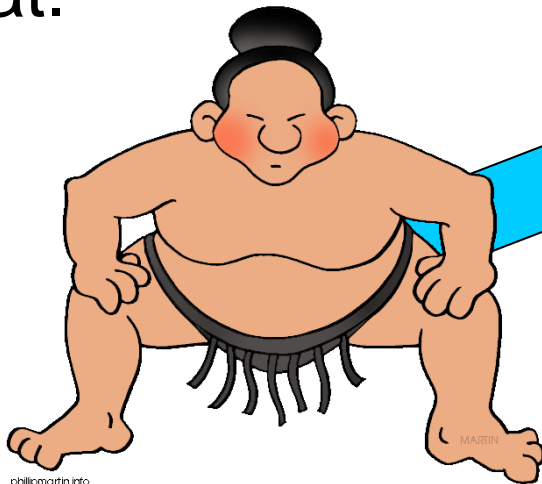


The Body

What do you want to say to the person you are writing to?

We put what we want to say in the **body** of the letter. The **body** of the letter is in paragraph form.

***DO NOT INDENT** for block format.



philipmartin.info

508 Bluebird Street
Clarksville, Ohio
January 5, 2004

Dr. James Harding
Director of Choir
435 Mayweather Street
Clarksville, Missouri 87645

Dear Dr. Harding:

I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

BODY-- 1st Paragraph

Components:

- Who you are (in relation to the company – make them understand why they should listen to you)
- Reason(s) you are writing (complaint, compliment, request information, etc.)

BODY –

– Middle Paragraphs

- Thoughts, suggestions, compliments, or complaints about the topic – **ONE IDEA** per paragraph
- Gives the details and persuades your reader to act

BODY –

Last Paragraph

- Restate the main purpose
- What action you expect or would like them to take
- Thanks for time & consideration
- Necessary contact information

The Closing

In the closing, you are basically saying goodbye. Only the first word is capitalized and you put a comma after the last word.



Examples of closings:

ex. Best wishes,

ex. Your friend,

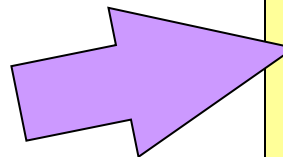
Dr. James Harding
Director of Choir
435 Mayweather Street
Clarksville, Missouri 87645

508 Bluebird Street
Clarksville, Ohio
January 5, 2004

Dear Dr. Harding:

I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

Sincerely,



Your Signature & Printed Name

This is your name. It goes under the closing. You must enter four (4) spaces and type your name. You **MUST** sign your name above the typed name.



Dr. James Harding
Director of Choir
435 Mayweather Street
Clarksville, Missouri 87645

508 Bluebird Street
Clarksville, Ohio
January 5, 2004

Dear Dr. Harding:

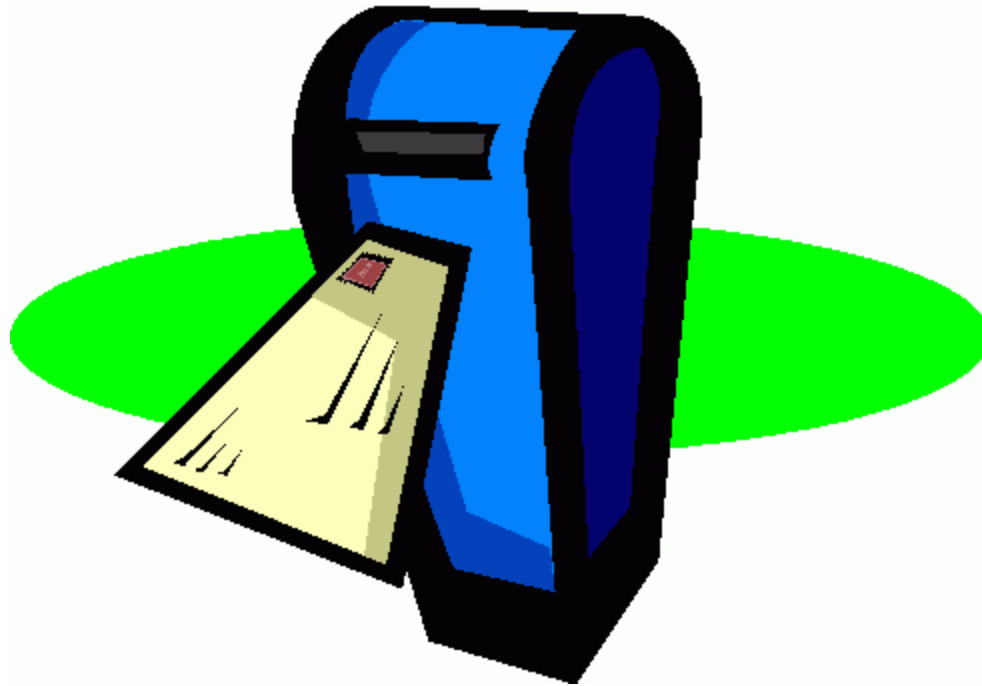
I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

Sincerely,

Barak Obnam

Barak Obama

You'll need to address an envelope to mail a letter.



Envelope Format

Return Address

Name of Sender
Street Address or P.O. Box
City, State and Zip Code
Country (in

Stamp



Name of Recipient
Street Address or P.O. Box
City, State and Zip Code

Recipient's
Address

Let's Practice!

