

# BUSINESS LETTER NOTES

Mrs. Cook

# A BUSINESS LETTER HAS SIX PARTS:

## ① 1. Heading:

- Indicates where the letter originates
  - sender's complete address
- About an inch from the top, full block style, single-spaced
- Indicates the date the letter was written (complete month, day, year format)
- Leave a space and then write the full date (No abbreviations)

# BUSINESS LETTER PARTS (CONT'D)

## ②. Inside address

- Shows where the letter will be sent
- Full block style, single-spaced
- Includes the name of the person, title, and/or company along with the complete address of the company to which you are writing.
- Place the addressee's title after his or her name. Separate the title from the name with a **comma**. If the title is two or more words, place the title separately on the next line.

# BUSINESS LETTER PARTS (CONT'D)

## 3. Salutation/greeting:

- Polite greeting
- Punctuated by a colon
- Placed 2 spaces below the inside address.
- For a company, group, or organization, use the salutation *To Whom it May Concern:*
- For a specific person, use Dear Ms. \_\_\_\_\_: or *Dear Mr. \_\_\_\_\_:*
- For a specific position, use *Dear Managing Editor, Dear Personnel Supervisor,* and so on. Place a colon at the end of the salutation.

# BUSINESS LETTER PARTS (CONT'D)

## ◎4. **Body:**

- Identifies the writers purpose and ends with the action the writer desires of the reader
  - Begin by stating a purpose
  - Explain with detailed examples/reasons throughout
  - End by specifying actions the writer wants accomplished in response to the letter
- Employ formal language throughout

# BUSINESS LETTER PARTS (CONT'D)

## ◎ **Body of Letter (Cont'd)**

- Placed 2 spaces below the salutation.
- The information in the body should be clearly and briefly written.
- For block style: double space between paragraphs and do NOT indent.

# BUSINESS LETTER PARTS (CONT'D)

## 5. Closing:

- *Sincerely* is common but *Respectfully Yours* or *Yours Truly* are also acceptable (followed with a comma)
- Placed 2 spaces below the last body paragraph

## 6. Signature:

- SIGN the letter and then type name below

# THE LETTER SHOULD BE WRITTEN IN BLOCK FORMAT:

## ⦿ **Block format:**

- Each part of the letter begins at the left margin

# ASSIGNMENT

- ◎ You have been given a task to calculate storage for food, water, and clothing for your Brazilian community. Once you figure out how much you will need you must also figure out where you will get these resources. In conjunction with your math storage assignment you need to complete the following language arts assignment.
- ◎ **Write a formal business letter to an official disaster relief organization** asking for clothing, food, and possibly medications. This letter must be in correct business format. Attach the letter to an email that you would send to the organization. You should research such organizations, find an email contact, and figure out the name of an individual to receive your letter. Don't actually email this to the organization, but do email it to your language arts teacher.

## ASSIGNMENT (CONT'D)

- ◎ **Submit only one letter per group.** If the group manager has Mrs. Dixon as a teacher, you will email her your letter. If he/she has Mrs. Cook, your letter will be emailed to her.
- ◎ **You must print a copy of your letter and email to put with your group assignments/binder.**
- ◎ **This letter will be due\_\_\_\_\_**

# SAMPLE (FORMAT ONLY)

1820 Rimpau Ave *This is address of the sender (you)*  
Corona, California 92881

October 22, 2008 *Date you are writing letter*

The Press Enterprise *Title and address of recipient*  
123 Sesame Street  
Springfield, Illinois 98765

Dear Press Enterprise: *Greeting/Salutation*

*Paragraph 1* -When you use the block form to write a business letter, all the information is typed flush left, single-spaced, with one-inch margins all around. First provide your own address, then skip a line and provide the date, then skip one more line and provide the inside address of the party to whom the letter is addressed. For formal letters, avoid abbreviations and slang.

*Paragraph 2* -Skip another line before the salutation, which should be followed by a colon. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs. After writing the body of the letter, type the closing, followed by a comma, leave 3-4 blank lines, then type your name and title (if applicable), all flush left. Sign the letter in the blank space above your typed name. The format of your letter should look exactly like this one. If it does not, redo it because it is incorrect.

*Paragraph 3* -For this letter you need three paragraphs. **Paragraph 1—Situation:** The opening introduces your reason for writing. You need to explain the subject of your letter and your purpose for writing. **Paragraph 2—Explanation:** The second paragraph presents your information and details about the issue to support your opinion. You do not have to give actual statistics and research, but you should be clear on your points. ***You need reasons why the public should take action on this issue (why its worthy of this letter).*** This is where you try to convince the reader that your viewpoint is correct. Do NOT forget a COUNTER ARGUMENT. **Paragraph 3—Action:** The last paragraph focuses on action and outcome. What action do you want your reader to take? This is a conclusion of sorts where you wrap up your argument for the reader, drive your point home, and tell them what they should do next. You should also end by thanking the person for taking the time to consider your viewpoint.

Sincerely, *Closing*

*Your Signature* *Your Signature*

Your Name  
Centennial High School Student *Title/Occupation*