

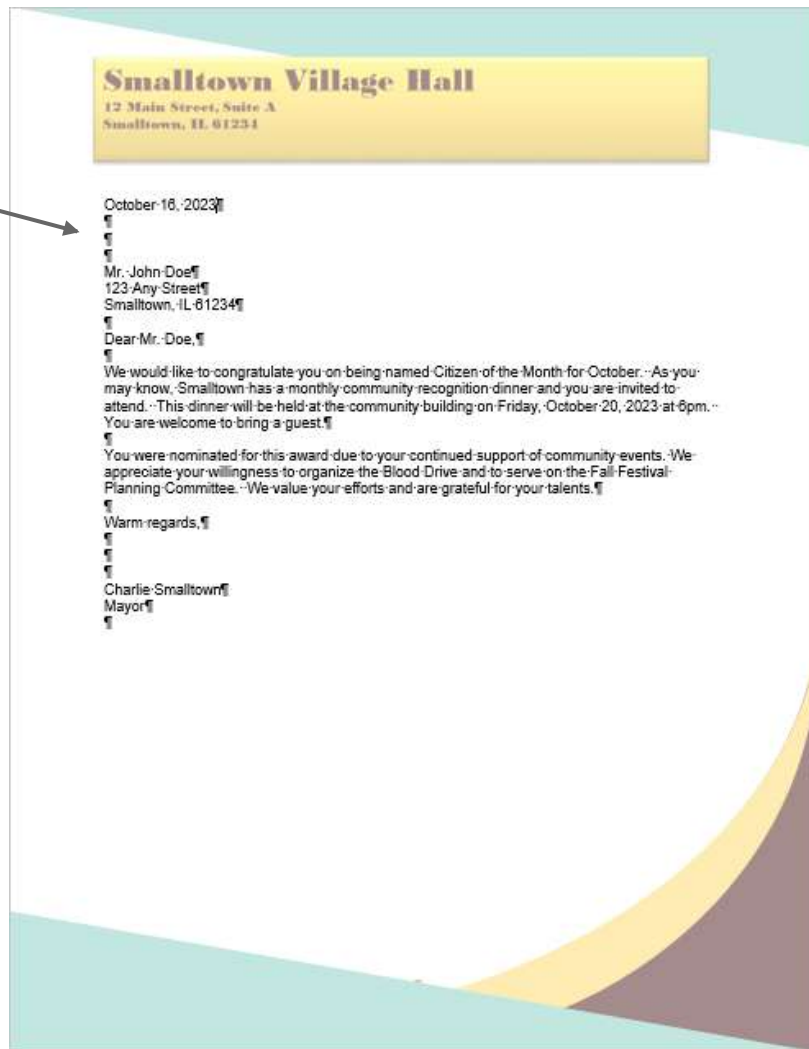
Formal Business Letters



Instructions and Examples

Example

Turning on
Show/Hide allows
you to check
formatting



FIRST STEPS

1. SET YOUR MARGINS

- a. 2" top
- b. 1" sides and bottom
- c. What is the “gutter”?”

2. SET YOUR LINE SPACING

- a. True single spacing
- b. 0 pts of extra space “before” or “after” each enter
- c. Single line spacing—not multiple

THESE TWO STEPS will take you about **30 SECONDS** to complete.

Do this FIRST!

VIDEO INSTRUCTIONS →

[Microsoft Word](#)
[Google Docs](#)

PARTS OF THE LETTER

DATE

LETTER
ADDRESS

COMPLIMENTARY
CLOSING

SALUTATION

BODY

WRITER'S
TYPED NAME

Paragraphs are single spaced **within**, double spaced **between**

Smalltown Village Hall

12 Main Street, Suite A
Smalltown, IL 61234

October 16, 2023

Mr. John Doe
123 Any Street
Smalltown, IL 61234

Dear Mr. Doe,

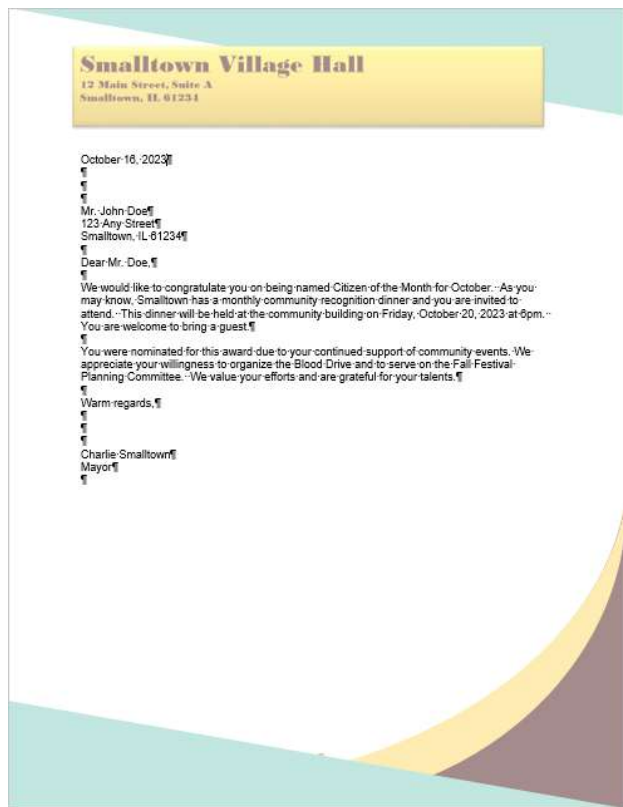
We would like to congratulate you on being named Citizen of the Month for October. As you may know, Smalltown has a monthly community recognition dinner and you are invited to attend. This dinner will be held at the community building on Friday, October 20, 2023 at 6pm. You are welcome to bring a guest.

You were nominated for this award due to your continued support of community events. We appreciate your willingness to organize the Blood Drive and to serve on the Fall Festival Planning Committee. We value your efforts and are grateful for your talents.

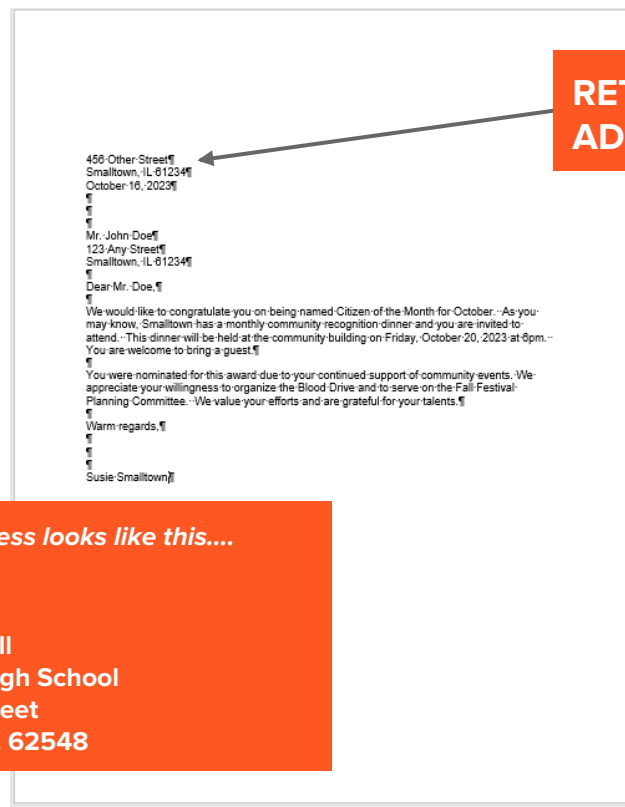
Warm regards,

Charlie Smalltown
Mayor

BUSINESS LETTER VS. PERSONAL BUSINESS LETTER



What's the difference?



RETURN ADDRESS

Your return address looks like this....

Student Name
c/o Mrs. Campbell
Mount Pulaski High School
206 S. Spring Street
Mount Pulaski, IL 62548

COMPOSING BODY PARAGRAPHS

1. Introduce yourself

- a. My name is....
- b. I am a....
- c. I am learning...

My name is Tricia Campbell. I am a sophomore at Mt. Pulaski High School. I'm in a Computer Concepts class and we are learning how to format professional letters.

2. State Purpose

- a. I am writing to.... (express admiration, appreciation, etc)
- b. Add details, make it interesting and personal/specific

3. Request Action

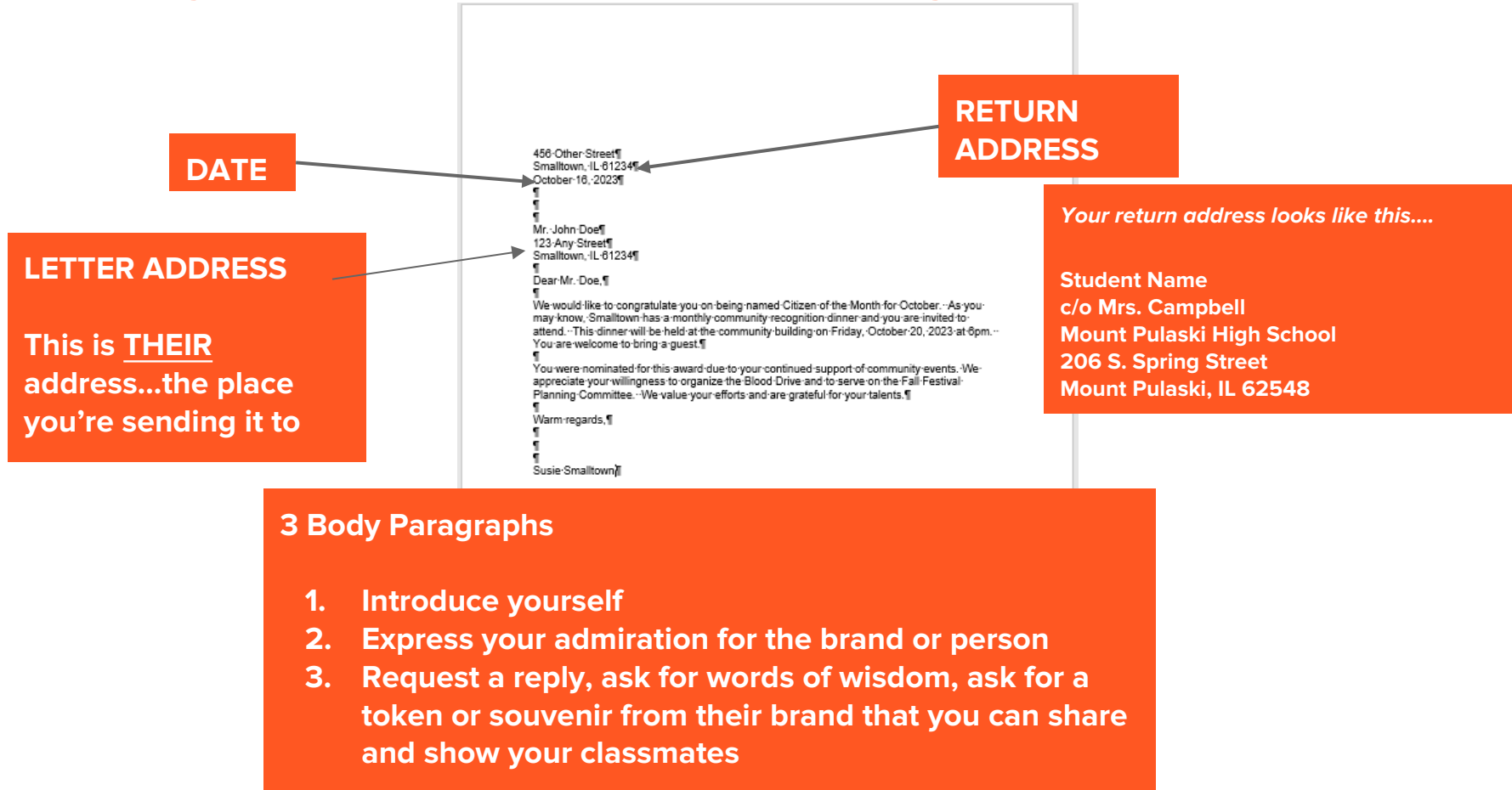
- a. Ask for a reply
- b. In some cases ask for a resolution to a problem, etc.

Of course, the content changes based on the audience and purpose of the letter.

Examples are:

- Trying to get a job
- Resigning from a job
- Complaining about a poor product
- Asking for a scholarship

When you write the letter to your business...



TIPS FOR “THE ASK”

“I would love to get a response letter back from you so that I have an example of a formal business letter”

“Since your company is so successful, I was hoping you could provide me with some words of wisdom or life advice.”

“If there are any promotional materials you could send me, I would be happy to promote your brand to my classmates”

“My classmates and I are in a bit of a competition to see who will receive a reply and I am hoping I’ll be able to show them a response from your company!”

FEEDBACK & PROOFREADING

Your letter needs to be....

- Printed
- Given to TWO different adults for their feedback and proofreading
- Ask the adults to
 - Read and review spelling and grammar
 - Suggest any changes in wording
 - Suggest any additional information they feel should be added
 - They can mark up their notes on your letter and sign their name somewhere showing they reviewed for you
- Then **REVISE** your letter
 - Print your letter after making changes suggested by your two adults
 - Turn in to me the **ORIGINAL LETTER** with the handwritten suggestions and signatures
 - Staple your revised letter to the original letter
 - I will proofread before the **FINAL** draft goes in the mail