

Name: _____
Date: _____
Period: _____

How to Write a Business Letter

What is a business letter?

Business letters are formal paper communications between, to, or from businesses and usually sent through the United States Post Office (USPS). Business letters are sometimes jokingly called *snail mail* (in contrast to email which is faster).

Who writes business letters?

Most people have to write business letters. Some write many letters each day and others only write a few letters over the course of a lifetime. Most people also read business letters on a daily basis. Letters are written *from* a person/group, known as the **sender** to a person/group, known in business as the **recipient**. Here are some examples of senders and recipients:

- business ⇔ business
- business ⇔ consumer
- job applicant ⇔ company
- citizen ⇔ government official
- employer ⇔ employee
- staff member ⇔ staff member
- student ⇔ college

Why write business letters?

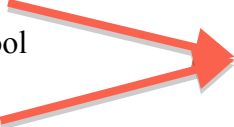
There are many reasons why you may need to write business letters or other correspondence:

- to persuade
- to inform
- to request
- to express thanks
- to remind
- to recommend
- to apologize
- to congratulate
- to reject a proposal or offer
- to introduce a person or policy
- to invite or welcome
- to follow up
- to formalize decisions

Label the following parts of this business letter:

body, closing, dateline, enclosure, heading, inside address, postscript, copy notation, salutation, signature line

Jaguars
South Vermillion Middle School
950 W. Wildcat Dr.
Clinton, IN 47842



1.

May 27, 2015



2.

The Fifth-Grade Class
Central Elementary School
208 S. 9th Street
Clinton, IN 47842




3.

Dear Fifth-Grade Class:



4.

First paragraph (Describe a worry they may have about coming to middle school.)
Second paragraph (Describe a way to solve that problem.)
Third paragraph (Congratulate them on becoming middle schoolers and wish them success.)




5.

Sincerely,




6.

Signature (Your name hand-written.)
Your name typed,
Eighth-grade student



7.

P.S. I am nervous about going to high school, too.



8.

CC: Dr. Shew,
English teacher



9.

Enc: brochure



10.