

(Composition Construction)

Writing a Business Letter

Letters to companies or organizations are called business letters. Whenever you write, you must consider your **audience**, the people who will read your writing. Your audience for a business letter would be different than for an e-mail to a friend, and so you would use a different style. When you write a business letter, keep these points in mind.

1. Use plain paper and write neatly in ink or write it using a computer.
2. Make sure the margins are equal.
3. Be brief and to

the point because companies are busy.

A business letter has six parts. Study the following example carefully.

1. **Heading**
(your address and date)
2. **Inside address**
(name and address of recipient)
3. **Salutation**
(followed by a colon)
4. **Body**
(be clear, concise, correct, complete, courteous)
5. **Closing**
(line up with the date, use a comma, capitalize the first word)
6. **Signature**
(sign your name clearly)

① 3741 Martin Street
Antigonish, NS B2G 1P8
March 23, 2003

Mr. J. E. Williams
Program Director
Camp Williwaw
Box 793
Bertrand, NB E0B 1J0

②

Dear Mr. Williams:

③

Last July one of my friends, Mark Wilby, spent three weeks at Camp Williwaw. He really enjoyed his stay and suggested that I write to see what activities you had planned for this summer.

I am twelve years old and very interested in both sports and photography. For the past two years I have played on our school's soccer and baseball teams. I have also belonged to the Trojan Swim Team since I was eight. Last year I joined the Photography Club at Brookview Elementary School and learned to use a camera.

④

Would you please send me some information on the program planned for Camp Williwaw for August? I am especially interested in your baseball school and the summer photography course.

Thank you very much for your help.

Yours truly,

⑤

Jeremy Collins

⑥

Name _____

Skill: Addressing Envelopes

It is important to address an envelope correctly. An envelope shows who is sending a letter and who is receiving a letter. Name, address, city, state, and zip code must be placed in the proper places.

The sender is : A
His house address is : B
His city, state, and zip code are : C

The receiver is : D
His house address is : E
His city, state, and zip code are : F

1. Study the completed envelope.

A diagram of a rectangular envelope. On the left side, there are three horizontal lines representing the return address. On the right side, there are three horizontal lines representing the recipient's address. A small square box is located in the top right corner, representing a postage stamp. Labels A, B, and C are on the left, pointing to the return address lines. Labels D, E, and F are in the center, pointing to the recipient's address lines.

A → Mr. James Beach
B → 843 South Street
C → Charlotte, NC 49211

D → Mr. Kyle Duncan
E → 19 Reed Road
F → Dallas, TX 58397

2. Address the envelope below with the information given.

The sender is:
Miss Kelly Tulver
181 Crest Road
Canton, MS 70125

The receiver is:
Mrs. Dianne Baker
89 Barron Street
Albany, NY 25736

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A → _____
B → _____
C → _____

D → _____
E → _____
F → _____

