

CONSTRUCTING A BUSINESS LETTER

Communication Skills Unit

Worth 50 points

You will construct a business letter using all the 8 standard parts listed below.

8 Parts of a business letter includes:

1. **Date**
2. **Return address** (your home address)
3. **Inside address** (Whom your writing to)
4. **Salutation** (Dear Mr. _____:)
5. **Body** (must include 3-paragraphs or 150 words)
6. **Closing** (Sincerely Yours)
7. **Signature** (sign your name)
8. **Signature block** (your name typed)

The body of your business letter must consist of at least 150 words in the body of the letter.

The suggested topics for your business letter may include any of the following:

- Any Monarch teacher to thank them for what you've learned in his/her class.
- College Admissions Department for a local University.
- Store Manager about a product you recently purchased.
- Travel agency about an upcoming vacation you are planning.

Sample Letter

January 5, 2008 **(Date)**

5050 Wiles Road **(return address)**
Coconut Creek, FL

Mr. Al Hendrickson **(inside address)**
Hendrickson Toyota
Coconut Creek, FL

Dear Mr. Hendrickson: **(Salutation)**

Body- actual letter consisting of at least 150 words.

Sincerely, **(closing)**

(Signature here)

Tony Soprano **(typed signature block)**