

Personal Business Letter Assignment



Instructions:

You will write a letter to an actual reader. Topics to consider: think of a college you'd like to learn more information and would like to attend, or receive a rental deposit that was never returned, or getting a letter of apology from the management of a restaurant where you experienced poor service, or contacting your congressman about a bill. The topic options for this assignment are endless, but you must follow the guidelines listed below:

- ✓ The recipient of the letter must be real.
- ✓ The request or complaint must be legitimate.
- ✓ The letter must have at least three paragraphs.
- ✓ The letter format should follow personal-business letter in modified-block style.
- ✓ At least two classmates have reviewed and proofed your letter for proper grammar, punctuation, and format.
- ✓ An envelope with the correct address should be printed and your letter folded correctly inside for final submission.

Writing the Letter:

When writing a business or personal business letter, you must be sure that no part of your letter will be misunderstood. This is why the language you use should be simple. There are no prizes for using the biggest words in a business letter - especially if your reader is not familiar with the words and has to waste time finding out what you mean.

Like any other piece of writing, a business letter should have a beginning, a middle and an end. It doesn't matter how short a letter is, the important thing is to communicate your message effectively. Don't feel you have to fill up the page to make it look balanced.

- ✓ **The first paragraph** - introduce yourself and your purpose for writing.
- ✓ **The second paragraph** - state your case, result wanted, etc. The message should be: clear, concise, and courteous.
- ✓ **The third paragraph** - include a thoughtful closing. This includes the final words to your reader that tells him or her what action will follow or thank him or her for any help given.
- ✓ Do not forget to **SIGN YOUR LETTER** with black or blue ink.

DUE DATE: Monday, September 14 – Beginning of class