

Name \_\_\_\_\_

Date \_\_\_\_\_

## Sample Business Letter

1520 Sixth Avenue  
New York, NY 10980 ] → Heading

May 1, 2004 ] → Date

Principal Valerie Sanchez  
Redwood Elementary School  
New York, NY 10980 ] → Name and address of the person who is receiving the letter.

Dear Ms. Sanchez: ] → Greeting

The writer explains who he is and why he is writing this letter.

← I am a fifth-grade student. I think that students in our school should be allowed to wear uniforms. We need to spend less time and money worrying about our school clothes and spend more time and energy on our studies.

The writer gives his opinion on the topic.

← If students were allowed to wear uniforms, parents would spend less money on clothes. Parents could then spend money on more important things that kids need like food, books and medical care.

The writer describes his experience in support of his opinion.

← If students wore uniforms, it would make it easier for them to get to school on time. I spend a lot of time in the morning deciding what clothes to wear. But if I wore a uniform, then I wouldn't waste my time thinking about clothes. I could focus more on getting to school.

Students wouldn't worry so much about fitting in if they wore uniforms. Kids are under a lot of pressure to wear the right clothes, brands and styles. Uniforms would show kids that it's more important to be judged on who they are rather than on what they wear.

The writer tells Ms. Sanchez what action he would like her to take.

← I really think this is an important issue. Students in our school should be allowed to decide if they want to wear uniforms or not.

Thank you, Ms. Sanchez, for reading my letter. I hope you will consider my suggestion.

Sincerely, ] → Closing

*Thomas James* ] → Signature  
Thomas James

Name \_\_\_\_\_

Date \_\_\_\_\_

## Business Letter Organizer

Use the organizer below to help you write a business letter.

\_\_\_\_\_ Heading (your address)

\_\_\_\_\_

\_\_\_\_\_ Date (today's date)

\_\_\_\_\_

\_\_\_\_\_ Inside Address (the name and address of the person you are writing to)

\_\_\_\_\_

\_\_\_\_\_ Greeting (examples: Dear Sir/Madam, To Whom It May Concern)

Introduction: Describe who you are and why you are writing this letter.

\_\_\_\_\_

Paragraph: Give a fact, example or detail to support your opinion or request.

\_\_\_\_\_

Paragraph: Describe a personal experience to support your opinion or request.

\_\_\_\_\_

Paragraph: Give a reason why the person or organization receiving this letter should do something about this issue.

\_\_\_\_\_

Sentence: Thank the person for reading your letter.

\_\_\_\_\_

\_\_\_\_\_ Closing (examples: Sincerely, Regards)

\_\_\_\_\_

\_\_\_\_\_ Signature (Sign and print your name.)

Name \_\_\_\_\_

Date \_\_\_\_\_

## Business Letter Checklist

- I followed the directions for writing a business letter.
- I included a heading, which is my address.
- I wrote the date below my address.
- I included the address of the person to whom I am writing.
- I have a greeting.
- I used a colon after my greeting.
- All the names and addresses are spelled correctly.
- In my first paragraph, or introduction, I describe who I am.
- In the first paragraph, I explain the purpose of my letter.
- I express my viewpoint on this topic or explain my request.
- I use facts, details or my experiences to support my viewpoint or request.
- I tell the person receiving this letter what I think should be done about this issue.
- I thanked the person or organization for reading my letter.
- I used a closing to end my letter.
- I signed my name at the end of my letter.
- The information in my letter is correct.
- My letter is polite.
- I checked my writing for misspelled words.
- I checked my writing for errors in punctuation.
- My letter is neat.