Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block\_\_\_\_\_\_\_\_\_\_ English 7H

**Personal Business Letter Assignment**

**Note: I will need two printed copies of your letter, one to be mailed and one to be graded.**

State Selection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher (7th grade English) and School Name and Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* In standard business letter format, a sample of which follows, the norm is block format, which means that all typing is flush with the left margin.
* All of the margins should be 1- 1 ½ inches.
* The date that the letter was completed is listed first, followed by the return address, or sender's address. (Do NOT include your name.)
* After that comes the inside address, which is the name, title, company (school), and address of the recipient.
* The salutation or greeting follows. This should always be the correct name of the recipient.
* Your letter will consist of four body paragraphs with 5-7 sentences in each paragraph.

**Paragraph 1** – Introduce yourself to your reader, tell why you are writing, and give some background information for this assignment, such as how your letter recipient was selected.

**Paragraph 2** – Explain what you have learned (three things) about your recipient’s school and city/town by visiting the school’s website. Share what you found interesting and exciting.

**Paragraph 3** – Provide a personal biography, such as your age, grade level, where you live, interesting hobbies, and favorite subject in school, etc. Also include interesting information to share about QRMHS.

**Paragraph 4** – Provide some closing remarks, thank the reader for his or her time, and perhaps request a kind response from the teacher and his/her students.

* The closing is "Sincerely" or "Sincerely yours," followed by the written signature, and the typed signature.

**Proper Spacing for Business Letters**

## Date

* At the top of your business letter, include the date your letter is written. The date should be written with the month spelled out, followed by the two- or one-digit day of the month, then a comma and the four-digit year. After the date, include a single-line space.

## Sender's Address

* Include your mailing address, city, state and zip code. This step is optional, but recipients might find it helpful to have your mailing address if they need to reply to your letter. If you are printing your letter using letterhead, you can omit this section since your letterhead probably includes your mailing information. Include a single-line space after the sender’s address.

## Recipient’s Address

* The recipient’s full mailing address, including their name and title, city, state and zip code, go directly under the sender’s address. Leave one single-line space between the two sections. If you don’t have your recipient’s name, include the name of the business or organization you’re writing to instead. Include a single-line space after the recipient’s address.

## Salutation

* Use proper business letter etiquette and include the recipient’s appropriate title and name, if you know it. If you’re sending a letter to a business, but don’t know specifically who should receive it, it’s appropriate to write “Dear Sir or Madame.” Put a single-line space after the salutation and prepare to begin the body of your business letter.

## Body

* The body of a business letter should include a general introduction and continue with the content of the letter. The number of paragraphs can range depending on the depth of the subject. Include a single-line space between each paragraph. Do not indent the paragraphs, if you’re following a standard block format. At the end of your last paragraph, include a single-line space and write the closing section of your letter.

## Close

* Business letters usually close with “Sincerely,” or “Thanks,” followed by **four** single-line spaces. After the four spaces, type your name and title. Use the space above your typed name and title

April 30, 2014

C/o Ms. Christina Eddleston

Quaboag Regional Middle High School

284 Old West Brookfield Road

Warren, MA 01083

Mrs. Dayna Hinton

Seventh Grade English Teacher

Cannelton Junior Senior High School

109 S. 3rd Street

Cannelton, IN 47520

Dear Mrs. Hinton:

Introduce yourself to your reader, tell why you are writing, and give some background information for this assignment, such as how your letter recipient was selected.

Explain what you have learned (three things) about your recipient’s school and city/town by visiting the school’s website. Share what you found interesting and exciting.

Provide a personal biography, such as your age, grade level, where you live, interesting hobbies, and favorite subject in school, etc. Also include interesting information to share about QRMHS.

Provide some closing remarks, thank the reader for his or her time, and perhaps request a kind response from the teacher and his/her students.

Sincerely,

(Sign here in pen.)

Miss Susan Cotell