

## Writing Assignment—Business Letter English IV

**Purpose:** Composing a business letter is a skill you will use many times throughout your life. A good business letter gets results!

**Instructions:** Write one business letter following the format from textbook pages R43-R44. Your letter should be very neatly typed and appropriately spaced on non-lined paper. Your letter must include:

1. Block format (instead of indenting paragraphs, skip one line between them)
2. Return Address
3. Date
4. Inside Address
5. Salutation
6. Body
7. Complimentary Closing
8. Handwritten Signature
9. Typed Name

### Types of Business Letters

You may write any of the following types of business letters:

- **appreciation** – the purpose is to express thanks for a service (also “**follow-up**”)
- **inquiry** – the purpose is to request information
- **complaint** – the purpose is to report a problem and request a solution
- **resignation** – one that doesn’t (the standard) or does protest (“burn bridges”)

**Note:** Be sure that your letter has standard margins (one or one and ½ inches all around). The margins of a business letter may be adjusted so that the text of the letter is balanced nicely on the page. For very short letters, the date line can be moved down the page a few extra spaces so that the body of the letter is close to the middle of the page.