

COVER LETTER (continued) / **COVER LETTER (continued)**

Put a letter that you read with comments or a package that gives information about an activity. (Do this only if you are applying for a job or other activity.)

1. Address of the person who is sending the letter (use the name on the letter)

1. Name

2. Name and address of the person/organization that is sending the letter

3. Date (month and day) (write you don't know if you don't know)

4. Write the letter (use the letter from the envelope if you are sending something with the letter if appropriate)

Dear Mr. _____

Dear Mrs. _____

Dear Miss _____

Dear Ms. _____

5. Write the letter (use the letter from the envelope if you are sending something with the letter if appropriate) (Dear Mr. _____)

6. Write the letter (use the letter from the envelope if you are sending something with the letter if appropriate)

7. Write the letter (use the letter from the envelope if you are sending something with the letter if appropriate)

8. Write the letter (use the letter from the envelope if you are sending something with the letter if appropriate)

9. Write the letter (use the letter from the envelope if you are sending something with the letter if appropriate)