

1234 Main Street  
Belleville, Illinois 62223  
January 17, 2003

Our Lady Queen of Peace School  
Attn: QP Students  
5915 North Belt West  
Belleville, Illinois 62223

Dear Sir or Madam:

You may write a business letter to request information, to order a product, to apply to a school, or to seek employment. Whether you write or type a business letter, be polite, specific, and neat. Keep a copy of every business letter.

Use either the block or modified block form for a business letter. Either form has six parts, including an inside address.

Sincerely yours,

Ann Smith