

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Business Letter**

(Grades 5-6)

Things to think about while writing your business letter:

- What is the purpose of my letter?
- Am I communicating my purpose effectively?
- Am I answering or responding to all of the questions previously asked by the reader?
- Am I using an active voice rather than a passive voice?
- Is my wording positive rather than negative?
- Am I being brief and to the point?
- Is this information going to be useful to my reader?
- Am I providing my reader with enough information to act on my directions?

\_\_\_\_\_  
(Your Street Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Date)

(Full name and title of person receiving letter)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip)

Dear \_\_\_\_\_,

(Person's Title (Mr./Dr.) and Name)

\_\_\_\_\_  
(Introduction)

\_\_\_\_\_  
(Body of the letter)

\_\_\_\_\_  
(Conclusion)

\_\_\_\_\_  
(Closing)

\_\_\_\_\_  
(Print your full name)

\_\_\_\_\_  
(Signature)