

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)

(Distribution)

(Body of the letter)

(Conclusion)

(Closing)

(Print your full name)

(Signature)