

Business Letter Format

This is the only format that will be acceptable on the School One Competency Exam. It is the format authorized by the Modern Language Association.

88 Elm Street	(NO NAME HERE)
Providence, RI 02906	(Your street address)
November 5, 1998	(Your city, state, zip)
	(Date of the letter)
Bev Vilen	(Addressee's name if applicable)
Assistant Head	(Addressee's title if applicable)
School One	(Business name if applicable)
220 University Avenue	(Addressee's street address)
Providence, RI 02906	(Addressee's city, state, zip)
Dear Ms. Vilen:	(Don't use first name.)
or	
Dear Sir/Madam:	(if you don't have a name)

Here's where you write the body of the letter. You don't indent anything in a business letter. If you have more than one paragraph, don't indent, but leave a space between the paragraphs. In your letter's body, be sure to explain the situation clearly and explain what you want. Be sure to tell the reader all of the information s/he will need to know to help you. Close by saying thank you or otherwise expressing appreciation as part of this paragraph.

Sincerely, (Yours Truly, is an option too)

Signature here (Your signature makes it official)

Bruce Wayne (Your printed name is legible.)

Common Errors To Avoid:

1. Don't forget the colon after the salutation (Dear _____:).
2. Don't put your name at the top of the letter.
3. Don't forget to both sign and print your name in the proper order.
4. Don't indent anything.
5. Don't forget the date.

Section 2 Writing A Business Letter

Speculative Fiction version

Directions: Using the information given below, write a business letter. Be sure to use the *proper format*. Write with complete sentences, checking over your work for proper spelling, punctuation and grammar. Make sure the letter is at least one paragraph, but you are encouraged to develop it more as a creative flash fiction piece and get a bit crazy with it, while keeping to the format.

Information: You (or an invented character in the first person) recently purchased a [name a product] from [name a store in Rhode Island]. After you brought it home (or it was delivered), you discovered it was haunted or possessed. You would like to either exchange it, return it, or request an exorcism, seance, spiritual cleansing, or other ritual. Write to [name a person] in the Customer Service Department of the store. You may invent a Rhode Island-based address.