

BUSINESS LETTER WORKSHEET - BLOCK FORMAT

Space about 1-1 $\frac{1}{2}$ inch from the top of your paper - also 1-1 $\frac{1}{2}$ inch margins on sides. All lines start on left-hand side of page.

_____ Today's Date (example: June 14, 2007)

Your Name

Your Street Address

Your City, State, Zip

Skip 4 lines

Mr. (or Ms. or Miss) _____ First and Last name of recipient

_____ Name of Company/Organization (optional)
_____ Street Address of recipient
_____ City, State, Zip of recipient

Skip a line

Dear Mr. (or Ms. or Miss) _____: Last name of recipient

Skip a line

Introduction: describe who you are and why you are writing the letter.

Skip a line

Paragraph: Give facts, examples or details that support your opinion or request.

Skip a line

Paragraph: Describe personal experience(s) that support(s) your opinion or request.

Skip a line

Paragraph: Describe the reason(s) why the person or organization receiving this letter should do something about the issue you are writing about.

Skip a line

Sentence: Thank the person for reading your letter.

Skip a line

_____, Closing (ex. Sincerely, Regards)

Skip 3-4 lines for cursive signature

_____ Signature printed or typed