

RECIPE FOR WRITING A BUSINESS LETTER



1. **Decide on the flavor (purpose) of your business letter.**
 - * A business letter could request information, be written to order something, serve as a complaint, or express an opinion.
2. **Consider the ingredients you will need (see worksheet)**
3. As you develop your recipe using the worksheet remember to add the following ingredients in the order listed:
 - * **Write the name and address of the person/organization you are contacting.**
 - * Skip two lines and **write a greeting.** Place a colon after the greeting.
 - * **Add paragraphs as indicated on your worksheet.** Skip a line between paragraphs.
 - * **Remember to thank the person/organization** for taking time to read your letter.
 - * **Write a closing.** Add a comma after the closing.
 - * **Sign your name** using your best cursive handwriting.
 - * **Check your spelling and grammar very carefully.**
6. Once you have added all ingredients and checked for accuracy, mix thoroughly (**use ingredients checklist**) and bake in a moderate oven.