

Name: _____

Date: _____

LESSON #: CC2

Charity Checks Project: In-class Handout #1

5 Hill Street
Madison, Wisconsin 53700

March 15, 2003

Ms. Helen Jones
President
Jones, Jones & Jones
123 International Lane
Boston, Massachusetts 01234

Dear Ms. Jones:

When you write a business letter, this first paragraph is really important: state the PURPOSE of your letter here. A lot of times, people will throw away your letter if you do not grab their attention from the start, so you need to make sure that this part introduces what you want to write about clearly!

This second paragraph should be an extension of your purpose. In this paragraph, explain in further detail why you are writing this letter: give them details. Before I move on, I just want to explain the letter format: you include a heading (with your address, name, etc.), the date, the "inside address" (the address of the person you writing to), your salutation, your body, your closing, your typed name and your signed name.

This is the third paragraph of your letter-you can have a letter that is wither two or three paragraphs long, depending on how much you need to write!

This is your closing line. Here you write things like, "If you need to contact me please do not hesitate to call 212-555-5555 or e-mail me at 111@madeupaddress.com."

Sincerely, (line it up with the date above)

(Leave some space for your signature)

John Doe
Administrative Assistant

Handout created by: Ms. E. Lee
Kappa 2, M.S. 317

11/22/04
New York, NY