

Letter Writing Steps and Reminders!

1. Do not indent paragraphs.
2. Include address of the person you are writing to at the top of the letter, below letter is your company address (in our case, our school address).
3. After the address, double space and include date
4. Double space (or as much as you need to put the body of the letter in the center) and include the salutation (in our case it will be Dear President Obama,
5. Give the reason for writing (i.e. I am writing to you in regards to the genocide currently taking place in Darfur)
6. Make any request you may have (I would be grateful if you would...)
7. Close the letter with a thank you (i.e. Thank you for taking the time to read this letter, taking immediate action, etc.)
8. Finish the letter with a salutation (i.e. Yours Sincerely,)
9. Include 4 spaces and type your full name
10. sign the letter between the salutation and the typed name and title
11. Use TIMES NEW ROMAN as your font!

Example Business Letter – Set-up Your Letter to Look Like The One Below: (The set-up will look the exact same, except you will sign your name and obviously include your own words in the body)

February 16, 2009

President Barack Obama
1600 Pennsylvania Ave.
Washington DC, 20500

Dear President Obama:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

Your Name
250 E. Tuttle
Ionia, MI 48846