



Business Letters

ESSENTIAL SKILLS WRITING RESOURCE SHEET

How to write a "block form" (left aligned) business letter:

1

HEADING

Write your address and date at the top of the letter.

2

INSIDE ADDRESS

Write the receiver's full name and title, business name or organization and complete address.

3

GREETING

Write the title (Mr., Mrs., etc.) and last name of the person receiving the letter followed by a colon (:).

4

BODY

The body is the heart of the letter. This is where you write your message. Remember to keep your writing clear and easy to read. Write for your reader!

5

CLOSING

The closing is the ending of your letter before you sign your name. Use a closing such as "Sincerely" or "Yours truly" followed by a comma.

6

SIGNATURE

Next, sign the letter. *Remember to always sign in ink.

7

NAME

Finally, write out your full name under the signature. This is very important, especially if your signature is difficult to read.

Kim Ross
5252 rue Lalonde
Pointe Claire, Quebec
H9H 2K5

March 26, 2015

Mrs. Diane Clarkson
Volunteer Supervisor
The Learning Exchange
2100 blvd des Laurentides,
Vimont Laval, Quebec
H7M 2R5

Dear Mrs. Clarkson:

As discussed on the phone, I am currently seeking employment at a daycare and have been asked to give two letters of reference. I am requesting a letter of reference for the volunteer work I have done with The Learning Exchange from January 2013 to present as a reading tutor. I have always enjoyed my volunteer work at TLE and feel fortunate to have been able to work with the children in the reading program as a reading tutor. A letter of reference from your organization would be greatly appreciated!

I am able to pick up the letter at the TLE office at your earliest convenience. Please do not hesitate to contact me should you require more information.

Sincerely,

Kim Ross

Kim Ross



WRITING TIP:

Avoid informal language and slang!