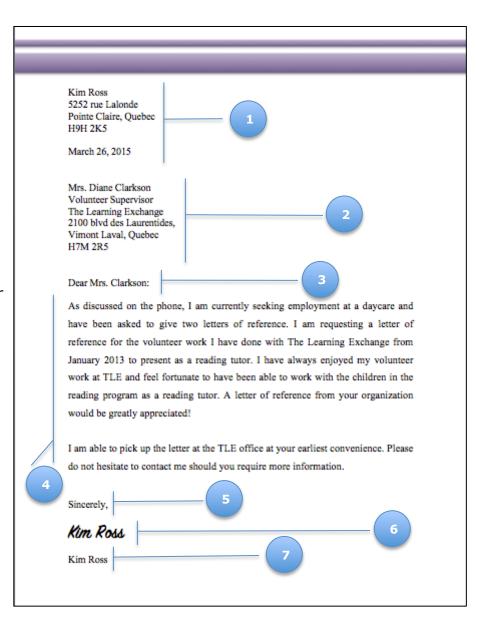


## **Business Letters**

## ESSENTIAL SKILLS WRITING RESOURCE SHEET

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

- 1 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 (:).
- 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!
- 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.





## **WRITING TIP:**

Avoid informal language and slang!

- 6 SIGNATURE
  Next, sign the letter. \*Remember to always sign in ink.
- Finally, write out your full name under the signature. This is very important, especially if your signature is difficult to read.