



LETTER WRITING

How to write a business letter

Business letters are written to someone in a high position, someone who you do not know personally, or anyone you are required to address formally and respectfully. This means that you use their title when addressing them and use formal language (*no slang or abbreviations*). Business letters are also generally typed and succinct.

What goes in a business letter?

- An issue you wish to raise with your local council, member for parliament or school.
- A request for fundraising donations, information for research or a signature for a petition.
- An inquiry to a business owner about a job.

Instructions

1. Write your name and return address in the top right-hand corner of the page.
2. Put the date on the left-hand side of the page.
3. Below the date, put the recipient's name, title and address.
4. Next, write your formal greeting.
5. Beneath your greeting is where you write your message or the bulk of your text.
6. Once finished, write a sign-off.
7. Beneath your farewell sign your name.
8. Below your signature print your full name.

Tips for writing business letters

- Plan what you want to say and write a draft first. This will help you be clear and to the point.
- Keep it formal! If you do not know the person's name, say 'Dear Sir', 'Dear Madam' or 'To whom it may concern'.
- Sign-off with something polite and respectful such as 'Yours faithfully', 'Kind regards' or 'Yours sincerely'.
- Do not use postscript, abbreviations, nicknames or slang words in business letters.
- Type a business letter so that it is easy to read.