**CAHSEE Writing Types Foldable: Business Letter (page 3)**

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| **Business Letter:**    **What is it?**  A business letter is a formal correspondence about a business-related matter. For example, you might write a business letter to complain about a defective product or to apply for a job.  **Purposes might be:**  inform, suggest, complain, argue, persuade, or command, biographical (letter of recommendation) | **According to the California Content Standards,**  **you should be able to:**   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   In block form, all six parts of the letter align at the left-hand margin. In modified block form, the heading, closing, and signature are written a little to the right of the center of the pages.   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Since this is a business letter, your tone should be formal and respectful and your language should follow the conventions of standard English. Begin with a salutation, “Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” or “To Whom It May Concern:” Sign your name at the end.   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Remember that business people are busy, so get to the point right away!   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Keep the letter short and to the point. Make your central ideas clear. Provide any necessary information that the reader will need.   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Use a phrase such as “Respectfully,” “Sincerely,” etc.   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Pay attention to format and spacing as well as spelling, grammar, and punctuation. |

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