

Name: _____

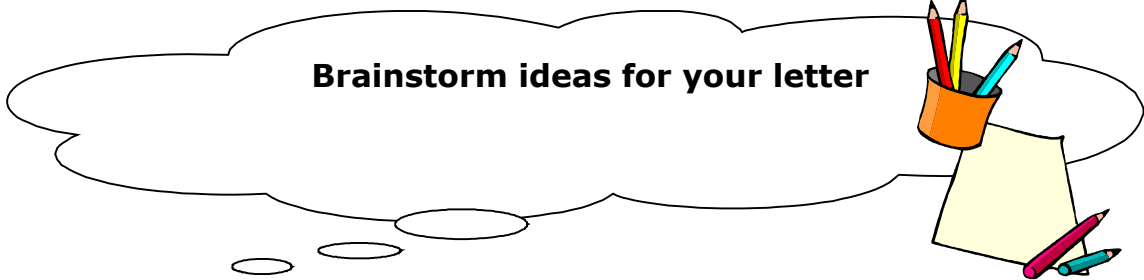
Date: _____

Graphic Organizer: Business Letter (Formal letter)

Explain the purpose of your letter clearly. Be professional, polite and focused. Write formally. No slang. Use the block formal with all writing flush against the left margin.

Who is your letter addressed to: (Address a specific person if possible)

Why are you writing this letter?: (Your subject, print in bold, italics or underline if using a computer)



Opening paragraph:

Body:

Closing paragraph:

Closing (Eg. Yours faithfully, Yours sincerely)

Signature (Sign the letter and print your name below the signature)