

2 | Form of a Business Letter

In addition to the heading, greeting, body, closing, and signature, a business letter has an inside address. This is the address of the business to which you are writing. The greeting is followed by a colon (:). The closing should be polite and formal. Use closings such as *Sincerely* or *Yours truly*. Use your full name in the signature.

- A. Rewrite the following letter, using the correct form for a business letter. The letter is from Laurie Kelsey. Her address is 12 Pine Street, Butte, MT 59701. Use today's date.

Mrs. Elvira Saunders, Sage Toy Company, 607 Ferncroft Road, Austin, TX 78711 Dear Mrs. Saunders: I recently bought one of your electronic football games. However, it fell off the counter and has not worked properly ever since. Would you please send me a list of places in this area where I could have the game fixed? Sincerely yours, Laurie Kelsey

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