

NAME _____

Unit 12

3 | Style of a Business Letter

The language, or style, of a business letter is formal and polite. The letter should be brief and to the point. It should include all necessary details but no unnecessary personal information. It should be **businesslike**.

- A. Rewrite the body of the following letter to the Osten Shoe Company. Leave out any information that is not suitable for a business letter.

43 Marrett Road
Seattle, WA 98125
March 15, 198__

Osten Shoe Company
668 Homestead Drive
Orange, NJ 70752

Dear Sir or Madam:

A few weeks ago as I was reading Life magazine, I saw an advertisement for a pair of sandals. Please send me a tan pair in size 8AA. I am enclosing a check for \$14.95, which includes postage and handling. Send the sandals as soon as you can, because my old sandals don't fit anymore.

Yours truly,
Elsa Carnas
