

Writing Business Letters

To request information, order a product, or complain about a product, you write a business letter. A business letter is written for a specific purpose and should be brief, clear, and to the point.

Business letters have two forms: **block form** and **modified block form**. In block form, which is used only when a letter is typewritten, all parts of the letter begin at the left margin, and a line of space is left between paragraphs.

Using Block Form for a Business Letter Insert the items below in the proper spaces. For the body of the letter, write a brief message on a topic of your own choosing.

Dear Sir:	620 West Vickery	Editor-in-Chief
Yours truly,	Fort Worth, Texas 76101	<i>Sports Illustrated</i>
Sylvia Sutton	July 18, 1988	541 Fairbanks Center North
<i>Sylvia Sutton</i>		Chicago, Illinois 60611

Heading

Inside Address

Salutation

Body

Closing

Sylvia Sutton

Signature

Printed or Typed Name