

Create a Business Letter

Letter 1:

Write a formal business letter to:

Mr. James Smith
Shelby County Licenses Department
123 Shelby Drive
Columbiana, AL 55555

Include in your letter of at least 2 paragraphs:

1. Ask him to look over your business license application.
2. Tell him when you plan to open your business.
3. Ask him to call you if there are any questions regarding your application.
4. Thank him for taking time to look at the application.
5. Add any other information that you think might be important.

Letters 2-5:

Write 4 more letters to “make believe” people with the following requirements:

1. Write a letter that will include a gift certificate to your store. (Use Word or Publisher and create a certificate for your business).
2. Your next letter should be a positive theme personal business letter such as thanking someone for his/her help in making your Grand Opening a success.
3. The last two letters can be your choice of the topics below.

Topic Choices final letters:

1. Letter to a friend persuading them to buy your product.
2. Give a promotion or special recognition award for an accomplishment of an employee.
3. Write a request for materials for services for your company.
4. Give a raise or a bonus to an employee.
5. Write a letter to a customer who is late with his payments.
6. Fire an employee.