



Directions:

Read the information provided by Purdue.Edu on Basic Business Letter writing at this link:

<https://owl.english.purdue.edu/owl/resource/653/01/> (ctrl click to go to the link, or go back to my website and click the link I have provided there)

Write me ½ page notes on all the basics someone SHOULD know about Business Letter writing. This will be at the top of the page for your writing prompt. Insert a new page after the notes (Insert Tab > Blank Page) and:

Write a letter to someone you currently miss. Requirements of this writing prompt are:

Letter MUST be in Block Format

Remember with Block Format the entire letter is left justified and single spaced except for a double space between paragraphs.

Letter MUST include:

Senders
Address
Date
Inside Address
(refer to link)

Salutation
Body
Closing