

Business Letter

- | | |
|----------------------------|---|
| Purpose | <ul style="list-style-type: none">• to ask for information• to buy something• to make a complaint• to make a request |
| Audience | <ul style="list-style-type: none">• businesses or organizations• people you don't know |
| How to Organize the Letter | <ul style="list-style-type: none">• start with an introduction that tells the purpose of the letter• give the details of your message• ask for any information you need or state an action that should be taken• be brief• give specific instructions |
| Tone | <ul style="list-style-type: none">• use a polite tone, even if you are making a complaint• use formal language |

Devon Wilson
1216 Glen Road
Hamilton ON L8S 3M9

←[sender]

20-01-14

←[date]

Lisa Cardinal
Adventure Publishing Company
123 Calvert Street NW
Calgary AB T2K 2E6

←[recipient]

Dear Ms. Cardinal:

←[opening]

I read about a new book that your company has published. It is called *Heroes of Our Land*. I am really interested in it and I would like to buy a copy. I am sending you a money order for \$12.47. This includes the tax.

Please send the book to me at my address on this letter.

Thank you very much.

←[closing]

Yours truly,

Devon Wilson

←[signature]

Devon Wilson

Devon Wilson
1216 Glen Road
Hamilton ON L8S 3M9

←[sender]

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Adventure Publishing Company
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←[recipient]

FORMS