

Lesson 22**Dear Mr. Ballard**

21-91 Cedar Drive
North Massapequa, NY 11735
April 4, 2005

Mr. Robert Ballard, Author
c/o Scholastic Inc.
555 Broadway
New York, NY 10012

Dear Mr. Ballard:

I read your book, *Finding the Titanic*, and I really liked it. I love books about exploring the seas because I have always wanted to be a diver. Our sixth-grade spring project is to interview someone to learn about a career. I would really like to interview a diver, but I do not know any. So I am writing to ask a favor. Could you please send me the name and address or email of one of the divers you have worked with? It would be the most exciting project I have ever done! I am serious about this project and will be prepared with good questions. Thank you very much for your help.

Sincerely,



Aysha Monroy

Follow the instructions to identify parts of a business letter.

1. Where is the letter-writer's address? Circle it.
2. Where is the date? Underline it.
3. Where is the greeting? Put a star next to it.
4. Where is the closing? Put a box around it.

Business Letter

- The **greeting** tells who the letter is for. (*Dear Ms. Burke:*)
- The **body** of a letter contains the things you wish to say.
- The **closing** ends the letter. (*Sincerely, Yours truly,*)

Use with page 119.



Lesson 22

Plan: Business Letter

Use this format to help you plan and organize a business letter.

Heading

_____ (your street address)
_____ (your city, state, zip code)
_____ (the date)

Inside Address

_____ (the recipient's name)
_____ (name of business or company, if necessary)
_____ (street address)
_____ (city, state, zip code)

Greeting

Body of the letter

Closing

Signature

Printed name

Use with page 119.

Resource Links

2 RDI Book 2: p. 121

SAM Keyword: Letter

