

Lesson 23**A Business Letter**

35 Oceanview Drive
Farnsworth, Florida 12345
May 3, 2002

Mr. Steve Marshall, Manager
The Pet Place
428 Stanton Street
Farnsworth, Florida 12347

Dear Mr. Marshall:

I am responding to your ad in the Farnsworth Press for a store assistant at The Pet Place. I would like to apply for the job.

For the past three summers, I have worked as a dog walker in my neighborhood. My duties included walking and feeding the dogs twice a day. I have also taken care of my neighbors' cats when they were on vacation. In addition, I have responsibly cared for my own pets since I was very little. These pets have included dogs, cats, hamsters, and turtles.

Please find my résumé attached. I would be glad to come in for an interview any day after 3:00 P.M. I would be able to work full time as of Wednesday, June 5th. You can reach me at (333) 444-5555. I hope to hear from you soon.

Sincerely,



Dora Rodriguez

Follow the instructions to identify parts of a business letter.

- 1.** Circle the writer's name and address.
- 2.** Put a star next to the introduction.
- 3.** Underline the requested follow-up action.

Business Letter

- The **greeting** is directed to the person who receives the letter.
- A business letter includes an **introduction** to state the purpose of the letter; a **body** that contains additional information; and an **ending** that asks for follow-up action.
- The **closing** comes just before your signature.

Use with pages 146–147.

Resource Links

 RDI Book 2: p. 148

SAM Keyword: Letter

Lesson 23

Plan: Business Letter

Fill in the blanks to help you plan 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)
_____ (street address)
_____ (city, state, zip code)

_____ : GREETING

BODY OF LETTER

_____, CLOSING
_____, SIGNATURE
_____, PRINTED NAME

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Resource Links

2 RDI Book 2: p. 149

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