Block Format: Business Letter

Return Address Line 1 **1**
Return Address Line 2

Date (Month Day, Year) **2**

Mr./Mrs./Ms./Dr. Full name of the Coach. **3**
Title/Position of Recipient (Head Basketball Coach)
Company Name (University Name)
Address Line 1
Address Line 2

Dear Ms./Mrs./Mr. Last Name of Coach: **4**

Subject: Title of Subject (Congratulations!) **5**

Body Paragraph 1

- ✓ Introduce yourself and tell them why you're writing
- ✓ School, grade, hobbies, family, sports
- ✓ Social studies: research skills, location of games/colleges, business letter, NCAA Tournament

Body Paragraph 2

- ✓ Tell the coach about your research: conference, nickname, record, best player, mascot, seed, region in March Madness, colors, City and State of college

Body Paragraph 3

- ✓ Thank the coach and wish the team good luck **6**

Closing (Sincerely,) **7**

Signature **8**

Your Name (Printed) **9**
Your Title (Fifth Grade Student)

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