

Business Letter / Formal Letter

Choose one of the topics below for a letter to a company or business. You could also use these ideas to help you brainstorm your own topics. Then write a business or formal letter that explains your reason for writing and asks the reader for help.



- Write a letter of application for babysitting or dog walking in your neighborhood.
- Write a letter of application to rake a neighbor's leaves or mow the lawn.
- Write a letter of request to a government agency to ask for additional information for a school project.
- Write a letter to the National Park Service for visitor information about one of the parks, such as the Grand Canyon or Theodore Roosevelt National Park.
- Write a letter of request to a nearby factory for a tour of their facility.
- Write a letter to the president of the United States about something that concerns you.
- Write a letter of gratitude to a recent speaker at your school.
- Write a letter of gratitude to your local library for the help you received from a librarian while doing research for a project.
- Write a letter of complaint about a faulty toy, video game, or other product you ordered online.
- Write a letter of complaint about the poor service you received in a restaurant or store.

Writing Traits for a Business Letter / Formal Letter

Ask yourself these questions throughout the writing process.

Ideas	Do I clearly state the reason for writing the letter? Do I ask the reader for help? Do I explain what I would like the company or organization to do?
Organization	Am I planning my writing by organizing the important points I want to include in a graphic organizer, a list, an outline, or notes? Do I present my ideas in a logical order? Do I use correct business, or formal, letter format? Is my purpose clearly stated in the beginning? Does the middle include detailed information? Does the ending restate the letter's purpose and ask for an action or response?
Voice	Do I use a strong, persuasive, and respectful voice?
Word Choice	Do I use formal language? Do I use precise words? Do I use transitions to clarify the relationships among ideas?
Sentence Fluency	Do I use a variety of sentence types and lengths? Do I use clear, concise sentences? Do I avoid unnecessary details? Do the sentences flow smoothly from one to another?
Conventions	Do I use correct grammar, spelling, punctuation, and capitalization?
Presentation	Is my writing neat or typed and easy to read? Do I use the proper format for the heading, inside address, greeting, body, closing, and signature? Does my letter have consistent margins and correct spacing and formatting?