

Business Letter Format

As in all communications, tone is important. Here, Mr. C's tone is formal and businesslike, yet polite.

Example Business Letter

841 Canyon Way
Death Valley, CA 90210
May 1, 20—

(The sender's address)

-4 spaces (3 returns)-

ACME Supplies and Hardware
410 Greenwood Avenue
Richmond, VA 23222-5382

(The recipient's address)

-Double space-

Dear Madam or Sir:

-Double space-

Thank you for your prompt shipment of my recent order. As usual, I am quite pleased with the quality of your TNT and would like to place an order for another gross of twelve-inch sticks. I am also re-ordering a #12 steel ball (hollow) as the last one was damaged beyond repair after I traveled over a waterfall in it.

-Double space-

I require several portable holes in various sizes: five standard twelve-inch sinkholes, four three-foot movable chasms, and one deluxe-model paint-on tunnel, train included, for use on canyon walls. Please also include a ten-pound sack of birdseed, a five-pound sack of lead shot, and your largest heavy-duty all-purpose magnet.

-Double space-

Enclosed please find a check for my order. Thank you again for your excellent service.

-Double space-

Sincerely,

-Four spaces-

 Wile E. Coyote

Mr. Wile E. Coyote

-Double space-

Enclosure

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