Read through this page for information on how to <u>compose</u> a personal-business letter. Refer to the following pages on how to properly format a personal-business letter.

Your Return Address Your City, State ZIP Current Date

Addressee, Position Addressee's Company Addressee's Address Addressee's City, State ZIP

Salutation:

The first paragraph is the introduction and informs the reader what the message is about. It should draw the attention of the reader. Mention the most important point in the first brief paragraph.

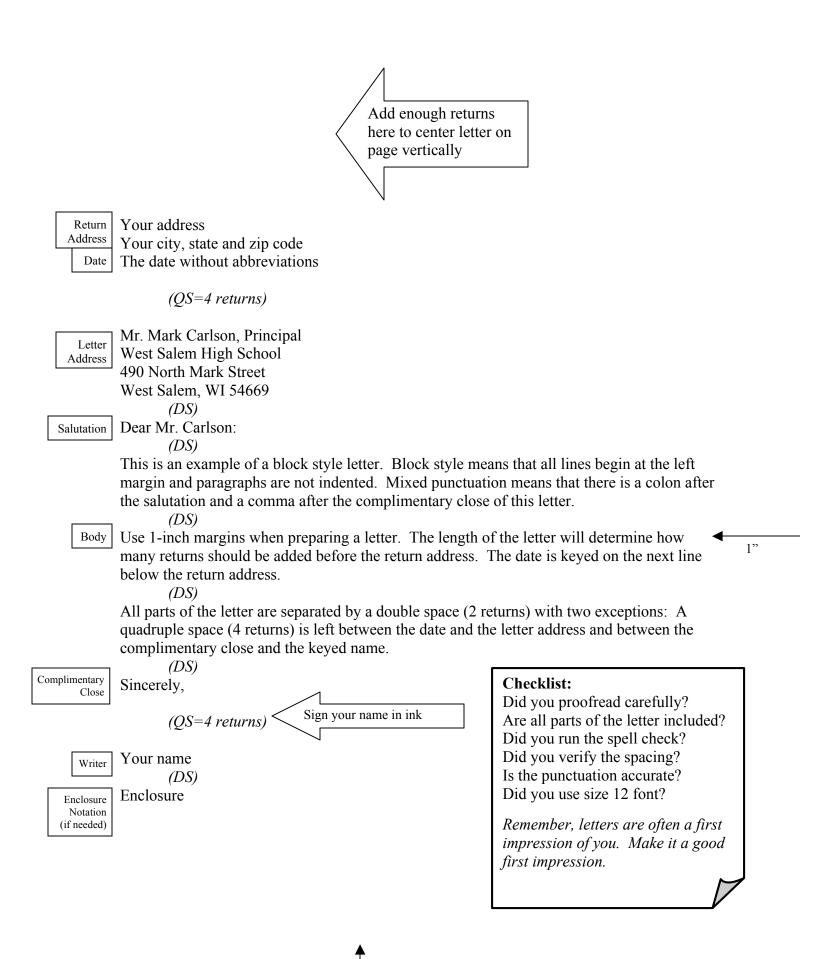
The second paragraph gives the reader enough information to make the decision, grant the request, or solve the problem. The second paragraph must be clear, well organized, and include details about the message from the first paragraph.

The third paragraph contains an action statement, which is a statement that tells the reader what to do or what the writer intends to do. It should also have a conclusion, which expresses appreciation for actions already taken, restates the most important point, or gives the reader more information.

Complimentary closing,

Your Handwritten Name

Keyed Name



1" margins