

# Letter sample – business



Letter Link: **Let's write a letter**

1. Your name and address

2. The date

3. The recipient's name, title and address

4. Your formal greeting using the recipient's correct title

5. Your content

6. Your sign off

7. Your signature and your printed name

1. Sarah Thompson

1115 Railway Road

CARLTON NSW 2218

2. 13 March 2012

3. Mr Geoffrey James

Member for Carlton

3376 Hyde Street

CARLTON NSW 2218

4. To Mr Geoffrey James,

5. I am writing to inform you of a dangerous corner where Lorikeet Lane enters Bay Street. The building on the east side of Bay Street extends so far that it blocks pedestrians from the view of drivers in cars exiting the lane.

I used to walk down Bay Street twice a day with my dog and many times I have almost been hit by a car. I have since had to change my route because I feel so unsafe.

The council should consider putting a mirror on this corner so that pedestrians can look down the lane and see oncoming cars.

6. Yours sincerely,

7. Sarah Thompson

Sarah Thompson