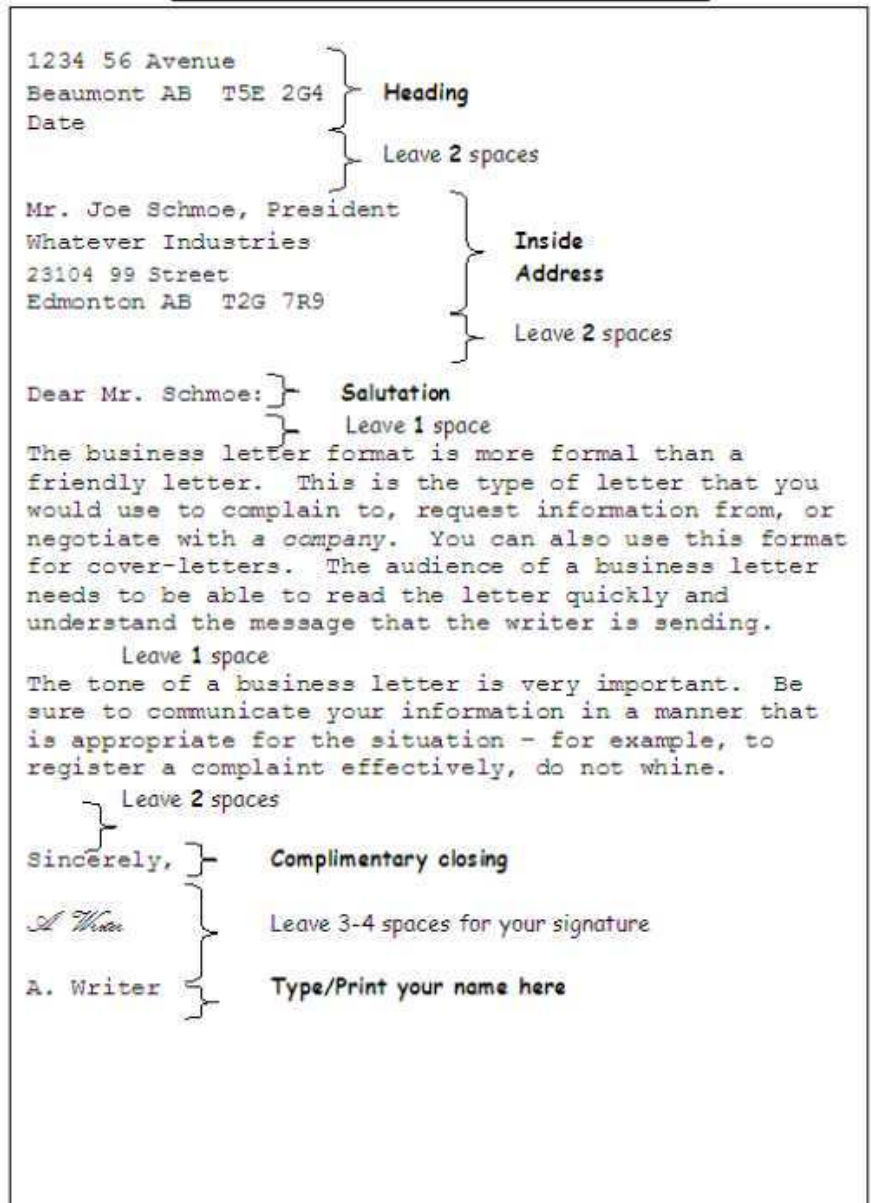


## Business Letter Format

Formal letter writing requires a business letter format. Formal letters are often addressed to people you may not know or may not know well.

### Essential Elements

1. **Heading**  
Your address is included on the left hand side, starting with your street address.
2. **Date** separates the inside address and heading.
3. **Inside Address**  
This is the name, title, and address of the recipient
4. **Salutation**  
Formal greeting use Mr. Mrs. Or other title to identify the recipient. End with a colon.
5. **Body**  
Be complementary and brief. Be sure to get to the point quickly and clearly. The letter should be easy to read and positive in tone.
6. **Closing**  
Formal close such as "Sincerely" followed by a comma.
7. **Signature**  
Sign in ink and include a typed name under the signature.



The Honourable Alison Redford  
Premier of Alberta  
307 Legislature Bldg  
10800 - 97 Avenue  
Edmonton, AB

### Write a formal letter

Write the primer of Alberta a formal letter requesting her attention to the homelessness issue in Alberta as you see it. Express why the issue of homelessness is important to you. Give suggestions how the province could assist in dealing with the issue of homelessness. Use evidence from the articles discussed in class as well as any relevant information gathered from other sources.

69 River Drive  
Devon, AB T9G 1C2  
March 8, 2013

The Honorable Alison Redford  
Premier of Alberta  
307 Legislature Bldg 10800 97 Ave  
Edmonton AB T5K 2B6

Dear Mrs. Redford:

My name is Jordan Pauls and I am a grade 8 student at Riverview Middle School in Devon. Recently my class studied news articles, and I am contacting you about the homelessness situation that we discovered in Edmonton.

My concern for this issue arose when I learned...

- Identify the problem that you are writing about
- Back up your opinion with facts from the article
- Identify why we should care

I feel the province should...

- Give clear advice as to how the problem should be addressed
- Overcome objections
- Give reasons for your suggestions

I appreciate your time and attention to this matter. I look forward from hearing from you regarding your ideas and plans regarding this serious issue. Please contact me by mail or email at [jordan.pauls@gshare.blackgold.ca](mailto:jordan.pauls@gshare.blackgold.ca). Thank you.

Sincerely,

Jordan Pauls

# Business Letter Rubric



## Content

- Ideas and development of the topic are effective.
- Purpose of the assignment is fulfilled with complete and relevant information.
- Tone is appropriate for a formal business letter and awareness of the audience is evident.

5 Excellent	<ul style="list-style-type: none"> <li>• Ideas are perceptive and the development of the topic is clear and effective.</li> <li>• Pertinent information is presented and is enhanced by precise details.</li> <li>• Tone is appropriate and skillfully maintained.</li> </ul>
4 Proficient	<ul style="list-style-type: none"> <li>• Ideas are thoughtful and development of the topic is generally effective.</li> <li>• Significant information is presented and supported by details.</li> <li>• Tone is appropriate for the recipient and is maintained.</li> </ul>
3 Satisfactory	<ul style="list-style-type: none"> <li>• Ideas are appropriate and development of the topic is effective.</li> <li>• Relevant information is presented with enough detail to support the requirements of the assignment.</li> <li>• Tone is appropriate and generally maintained.</li> </ul>
2 Limited	<ul style="list-style-type: none"> <li>• Ideas are general and the development of the topic is ineffective.</li> <li>• Information is missing or irrelevant. Detail is limited.</li> <li>• Tone is appropriate but not maintained.</li> </ul>
1 Poor	<ul style="list-style-type: none"> <li>• Ideas are confused and lacking clarity. Development of the topic is ineffective</li> <li>• Information presented is irrelevant to the assignment.</li> <li>• Little awareness of appropriate tone is evident.</li> </ul>

## Organization

- Words and expressions are accurate and effective.
- Sentence structure, usage, and mechanics are controlled.
- Letter format is consistently and accurately shown.

5 Excellent	<ul style="list-style-type: none"> <li>• Words and expressions are consistently accurate and effective.</li> <li>• Writing demonstrates confident control of sentence structure and mechanics.</li> <li>• Letter format is accurately applied.</li> </ul>
4 Proficient	<ul style="list-style-type: none"> <li>• Words and expressions are often accurate and effective.</li> <li>• Writing demonstrates control of sentence structure and mechanics. Errors rarely impede meaning.</li> <li>• Letter format contains few errors.</li> </ul>
3 Satisfactory	<ul style="list-style-type: none"> <li>• Words and expressions are generally accurate and occasionally effective</li> <li>• Writing demonstrates basic control of sentence structure and mechanics. Errors occasionally impede meaning.</li> <li>• Letter format contains occasional errors.</li> </ul>
2 Limited	<ul style="list-style-type: none"> <li>• Words and expressions used are inaccurate or misused in places that affect meaning.</li> <li>• Writing demonstrates incorrect sentence structure and mechanics that impede meaning.</li> <li>• Letter contains frequent format errors.</li> </ul>
1 Poor	<ul style="list-style-type: none"> <li>• Words are inaccurate and misused.</li> <li>• Writing shows a lack of sentence control.</li> <li>• Formatting is largely incorrect.</li> </ul>