**How to Write a Business Letter**

***Date*** September 28, 2018

***Sender’s*** Judy l. Jones

***Address*** Social Studies Department

Susquehanna Valley CSD

1040 Conklin Rd

Conklin, NY 13748

***Inside***  Mr. Clifford Crouch

***Address***  1 Kattelville Rd Suite 1

Binghamton, NY 13901

***Salutation*** Dear Mr. Crouch:

***Body Text*** **Do Not** indent the body of the text, and skip lines between paragraphs. Be sure

Be specific in what you are writing for, why you support such an idea and how you

Would like to see it changed. Use proper grammar and spelling, no shortened words

“texting “ lingo and no profanity.

***Closing***  Finish off the letter with a heartfelt plea, or your contact information.

***“Call to***

***Action***”

***Signature***  Sincerely,

***Block***

***Leave space for your signature***

Judy L Jones

**Example of a Political Action Letter**

September 3, 2018

Judy Jones

Susquehanna Valley High School

123 Main St

Everytown, USA 12345

Jason Garner

Town Supervisor

1 State Street

Conklin, NY 13901

Dear Mr. Garner:

I live on Conklin Rd in the town of Conklin and there is a serious issue with the intersection of Conklin and Pierce Road. When you come to the stop sign on Pierce Road the brush and bushes are so overgrown is it virtually impossible to see the oncoming traffic from Conklin Road. This is very dangerous for vehicles on both roads. I respectfully request that you look into this town road and have the transportation department cut back the bushes. Furthermore, please keep up with the maintenance of this intersection over the summer so it does not grow back.

Thank you for your consideration in this manner.

Sincerely,

Judy Jones