

How to Write a Business Letter

Date September 28, 2018

Sender's Judy I. 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 it is 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