Business Letter Format

four Street Address	Heading	-
our City, State Zip		Inside Address
Date		
irst and Last Name of the Person	to whom you are writing	
heir Street Address		
City, ST Zip	Salutation	Body
Dear Mr./Ms. Full Name:		
he topic you are writing about to s to know your audience. In a pe eelings about something that is in fou must sound as professional ar selittle the reader or they will not have the facts, reasons, and exam- four reader may have in their argu-	rsuasive letter, you state you mportant to you after you hand and passionate as possible. You finish reading your letter. You	or opinion or your we introduced yourself. ou do not want to
n a second paragraph, you must be complaining. Offer assistance in sean contact you.	have solutions. Without solu-	tions, you are only
complaining. Offer assistance in s	have solutions. Without solu-	tions, you are only

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Shasha Hu

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