

Real World Business Letter Assignment

In this assignment you are to write a letter to an actual business. Spend some time thinking of a reason to send a letter to a business:

- Do you have a favorite brand/product?
- Do you have a compliment to send?
- Do you have a complaint?
- Have you recently been in a store/restaurant and have a message for the owner?
- Do you have an idea you want to send a message about?

Next, Research who the letter needs to be sent and addressed to.

Directions

Create a block style, open punctuation letter in Microsoft Word. In this letter, you will write the letter from scratch. All of the details you will need to write the letter are provided in the instructions below.

1. Open a NEW document in Word.
 - a. Unless otherwise stated, the font should be 12 point Times New Roman.
2. Set the Page Margins for a Letter.
3. Set up the letter by following the block style, open punctuation.
4. Use the Current Date.
5. Use the Below information to compose a letter based on the scenario and guidelines presented below:
 - a. In the first paragraph briefly explain the purpose of your letter
 - b. The second paragraph should include more details, do you have any requests? Would you like to receive a coupon in the mail?
 - c. In the conclusion paragraph, thank the business for their time
6. The letter should be written using a positive tone, and should not exceed one page.
7. Carefully proofread the document for spelling, grammar, and accuracy.
8. Save the document in H Drive and upload to Schoology.

Business Letter Writing Activity Rubric

Possible Points	Assessment/Skill Items	Student	Teacher
5	Header and Footer is correct		
55	Proper formatting for Business Letter is applied SEE CHECK SHEET BELOW		
15	Letter addresses appropriate subject and is written with clear intentions		
10	Document is spell checked and proofread for no grammatical errors (-2pt each error)		
5	Document are saved correctly and printed out		
5	Document are attached to the back of rubric and turned in		
5	Rubric is filled out correctly		
100	Total Points		

Proper Business Letter Formatting (5 pt. each):

____ Block Style

____ Dateline (Ex: January 11, 2008)

____ QS after Dateline

____ Inside Address

____ DS after Letter Address

____ Salutation (Appropriate)

____ DS after Salutation

____ Body of Letter

____ (SS paragraphs, DS between paragraphs)

____ Complimentary Close (Appropriate)

____ QS after Complimentary Close

____ Writer's ID



September 22, 2019

343 Industries

7332 166th Ave NE

Redmond, WA 98052



Dear 343 Industries,

I am sending a letter to thank you guys for all the work you have done with the Halo franchise. I really enjoyed Halo 5: Guardians, and can't wait for Halo: Infinite. I have been a fan of Halo for a while, and I really like what you guys are doing with it.

I have played Halo since I was little, so whenever a new Halo game is announced, I am always excited. I hope this series can go on for a while. It is my favorite franchise, after all. I hope to play Halo for many years to come.

I hope Halo: Infinite has more of a story element. I felt Halo 5 lacked in the story. Campaign is one of my favorite things about Halo. I believe if you guys nail the campaign, this franchise will get the redemption it needs. Thank you for taking the time to read this. Good luck to every one of you. I look forward to playing Halo: Infinite.

Sincerely,

Kenny Barrentine

110 Fontaine Drive

Thomasville, GA 31792