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Ventura, CA 93003

March 24, 2015 [date letter is written]

AP English Students [recipient]
5670 Telegraph Rd. [recipient's address]
Ventura, CA 93003

To Whom It May Concern:

This week in class, we will be working on writing business letters using the traditional “block” business letter format. How does one write a traditional block business letter? Simply follow the format of this sample letter (consider copying & pasting to preserve format) and you will be off to an excellent start. In your first paragraph, introduce yourself and present the issue that you wish to discuss with your audience; ultimately, this will culminate in a “thesis statement” that will clearly state your argument and identify your three criteria.

Your first “body paragraph” should discuss the first criteria you wish to discuss with your audience. This first reason should be like “Exhibit A” for your case: be sure to use a clearly-defined argument and link everything back to your main argument (which is the equivalent of your “theme” statement).

Your second “body paragraph” should discuss the second criteria you wish to discuss with your audience. This second reason should be like “Exhibit B” for your case: be sure to use a clearly-defined argument and link everything back to your main argument (which is the equivalent of your “theme” statement).

Your third “body paragraph” should discuss the third criteria you wish to discuss with your audience. This third reason should be like “Exhibit C” for your case: be sure to use a clearly-defined argument and link everything back to your main argument (which is the equivalent of your “theme” statement).

Your last paragraph should offer a “closing salutation” that wraps things up in a fashion similar to a conclusion paragraph in an essay. Offer your final thoughts, be respectful, and thank your audience for considering your argument. In total, your business letter should aim to be one complete typewritten page (single-spaced with TNR, 12-point font) and should NOT exceed two pages in length.

Respectfully,

A handwritten signature in blue ink that reads "Joel D. Levin". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Joel D. Levin [writer's name and signature]