

Example of a Business Letter

Directions: Read the sample business letter below. Use this example to help you write your own letter.

3122 East Broadway Street
Edington, MD 21014
January 11, 2000

Ms. Alice Christfield, Editor
The Town Crier
2119 South Main Street
Edington, MD 21014

Dear Ms. Christfield:

I am a student at the Winstone Academy School, and I am concerned about a particular issue in our community. Every time I go to Rockfield Park, the community playground, there is trash all over the grass surrounding the play area. Whenever I go to the park, there are fast food wrappers, empty soda cans, napkins, and plastic cups scattered on the ground. I would like to appeal to the citizens of our town and ask them to clean up when they leave the park.

There are many reasons to clean our community playground. First, if we don't clean up, we could attract wild animals like foxes and opossums to the playground. This could make the play area unsafe for small children. Second, if we don't clean up, the police or other town officials may come to clean up. This may mean they will need to add personnel to their staff and eventually our taxes will go up. Finally, if we don't clean up, our town will get a reputation as a messy town. When visitors come, they will think that we don't take pride in our community. I don't think we want to send that message.

My request is simple. If you use the community park, clean up your trash. There are trashcans next to the picnic area and next to the play area. If you get to the park and there is trash on the ground, take a few moments with your family to clean it up. We all need to work together on this, so that after awhile the park is always clean and no one will accept trash on the ground.

Ms. Christfield, thank you in advance for printing my message in *The Town Crier*.

Sincerely,

Anna Wintergate

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