

## Communications 12

# BUSINESS LETTERS

### Letter Assignment 1 - Writing a Request Letter

- Read the sample request letter in your booklet.
- Find an advertisement that is of interest to you (from the magazine box).
- Write a business letter to the company, asking for product information. Be specific in your request.
- Look for the correct company address on the Internet.
- Write a business letter with *at least three well developed paragraphs*.
- Edit your rough copy.
- Complete a good copy of your letter on plain white paper (you must place lined paper behind plain white paper so that your lines are straight - Mrs. Laychuk has copies with dark lines that show through).
- Hand in your letter with a copy of the ad.

