Janet Kragen

Suquamish Elementary

18950 Park Avenue NE

Suquamish, WA 98392

Dear Mrs. Kragen:

We would really like to have four desks in front of either the couch.

Our second choice would be four desks in front of the bookshelves

We really, really need four desks

Sincerely,

**Grading letters according to MLA format**

1. Don’t leave anything out:

your name

your address

your city, state zip

date

sent to name

sent to address

sent to city, state zip

salutation

body

body

closing

your name

1. Follow the template for *order* of information.
2. Put the date *due*.
3. Single-space document. This is the only type of writing you do for me that is single-spaced!
4. Double-space between items.
5. Use one-inch margins.
6. Use left alignment. (Left justify.) There are NO indents in a business letter.
7. Use Times New Roman 12.
8. Hit “enter” FOUR times after the closing and before your name.
9. Sign your name.