

Dan Rice, Connie Adams, Lee Rhodes, and Mandy Sawyers
12345 Circle Drive
Poulsbo, WA 98370
3 March 2017

Commented [KJ1]: Put the date DUE!

Janet Kragen
Suquamish Elementary
18950 Park Avenue NE
Suquamish, WA 98392

Dear Mrs. Kragen:

Commented [KJ2]: Use a colon!

We would really like four desks by the library, because whenever someone comes in the door, we can usher them into our shop. This would be good because we would have lots of customers who would buy our products.

Our second choice would be four desks by the cubbies. This is also near the door so we could bring customers to our store, and we could be seen all throughout the classroom

Commented [KJ3]: Write a paragraph with complete sentences persuading me to give you your second choice.

NOTE—You will get a grade for following proper business letter format, so follow the template here. You will also get a grade for following conventions, so be careful about capitals, punctuation, and spelling.

Commented [KJ4]: Notice where I SINGLE SPACE, where I SKIP SPACES, how MANY SPACES I SKIP.
Notice that there are NO INDENTS.

Sincerely,

Commented [KJ5]: 4 returns leave space for the signatures.

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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

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