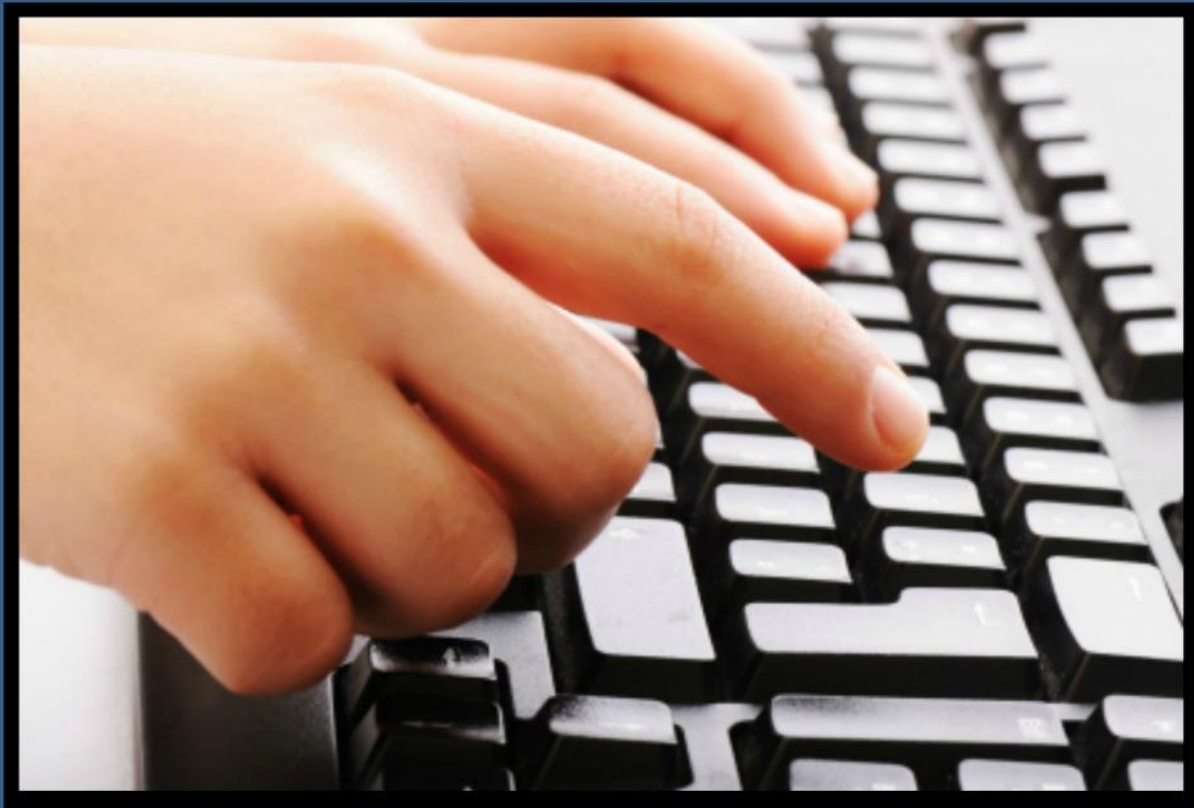




Business Letters

for Kids and Teens



Kim Kautzer

Business Letters for Kids and Teens

© 2015 Kim Kautzer

www.writeshop.com

Legal Notice

This eBook is not licensed for resale. This license is personal to the original purchaser or user. You do not have the right to reprint, resell, or give away this eBook or its contents, even if you received it as a free gift. The purchaser of this eBook is granted permission to save a digital copy. You may print contents for immediate family use only.

Business Letters for Kids and Teens

Personal notes and cards you mail to friends and family are called **friendly letters**. In a friendly letter, you might write about your new hamster, highlight some activities from your trip to San Francisco, or talk about things you're learning in your school lessons. Personal and engaging, friendly letters make the perfect way to share your life with those you love—especially when you don't see them very often.

When to Write a Business Letter

Friendly letters are the easiest and most common letters to write. Because they are written to people you know, their tone is relaxed and familiar. But when you need to contact someone you don't know personally, such as a company, organization, or elected official, a friendly letter just won't do. That's when it becomes important to know how to write a more formal **business letter**.

There are many reasons to write a business letter. For example:

- Elliot sends a letter to Disneyland telling them what a great visit he had.
- Charlotte writes to a toy manufacturer about a defective product.
- Jason contacts local businesses asking them to donate an item for the 4-H raffle.
- Annie complains to a councilman about a dangerous intersection in town.
- Joey contacts the Philadelphia Chamber of Commerce to request a packet of tourist information.



How do you decide when to write a business letter? For this lesson, you can choose to:

- Request information (organization, club, state park, museum, university, etc.)
- Ask for support or donations for an event or fundraiser
- Compliment, praise, or show appreciation (a product you like, a place you have visited, or a person you admire)
- Complain about poor product quality or poor service
- Explain to an elected official or community leader how an issue affects you
- Support or oppose a law or policy

Who Is Your Audience?

Keep your audience in mind when writing a business letter. The **audience** is the person or group you're writing to. No matter who your audience is, your letter should be pleasant, clear, and brief.

Photo by [Nicola Romagna](#), courtesy of Creative Commons

The **tone** of a letter shows your attitude toward the reader. It also communicates your feelings about the subject you're writing about. Just as your tone of voice affects people when you speak, the tone of a letter affects the reader. Do you want the person reading your business letter to take you seriously? Then don't sound hostile, silly, or annoyed. Even if you are writing about a topic that makes you feel angry, always be courteous and sincere.

Here are some ideas of who your audience might be:

- Public official (city council member, mayor, state legislator, governor, President)
- Company or manufacturer (toys, sports equipment, electronics, breakfast cereal, etc.)
- Property owner or developer
- Local business owner
- Chamber of Commerce (brochures or travel information)
- College admissions department

Write Your Business Letter

It's time to write your own business letter—and you can do this whether you are 7 or 17! Follow these simple steps and you'll have a terrific, professional-sounding business letter.

A business letter has five parts:

Heading

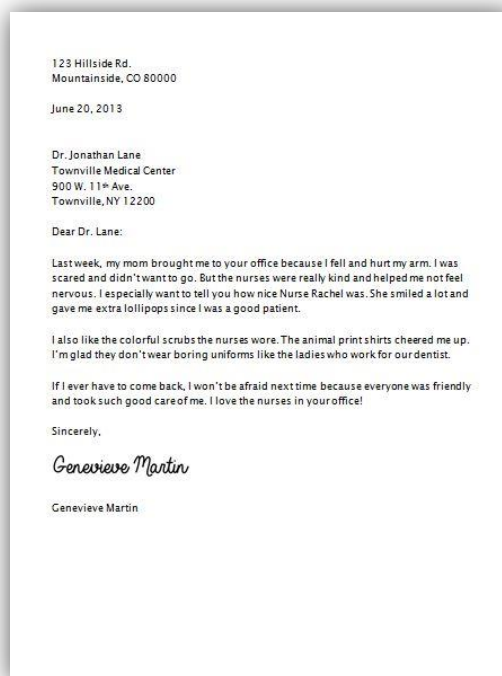
The **heading** includes the sender's address, the date, and the inside address (recipient's address). The **sender** is the one who is writing the letter. The **recipient** is the person you are writing to.

1. Write or type your address at the top left of the letter. Don't put your name in the heading. Include only your street address, city, state, and ZIP code.
2. Skip one line and write the date.
3. Skip two lines and write the inside address. Include the recipient's name and address, if you know it, followed by the full address of the company or organization.

Greeting

The **greeting**, also called the *salutation*, is where you address the recipient.

1. After the inside address, skip one line and write the greeting at the left of the page.



2. If you know the name of the person who will receive the letter, write *Dear* _____. Otherwise, you may write *To Whom It May Concern*. Follow the greeting with a colon.

Dear Mrs. Carty:

Dear Senator Emerson:

To Whom It May Concern:

When writing to a member of the clergy, you may need to use a special greeting (see page 5).

Your Excellency:

Most Reverend Sir:

Body

The **body** contains the message you want to share with your reader. Be brief. A good business letter shouldn't ramble. Keep in mind that politicians, businessmen, and company leaders are busy people. They will be more likely to read and consider your letter if it is short.

1. **First paragraph.** After the greeting, skip one line and start off with a friendly introduction.

Our family loves your company's products! My Silver Streak scooter lasted me for three years, and now my little sister uses it. But my new Black Blitz bicycle . . .

I am 12 years old and live near Beckley Park. My friends and I like to play there after dinner. Now that it gets dark sooner . . .

Then get straight to the point of why you are writing. Always name the problem, state your opinion clearly, or make a request in a polite manner:

. . . and now my little sister uses it. But my new Black Blitz bicycle doesn't seem to be made as well. I am disappointed that the frame cracked just a week after I got it...

. . . like to play there after dinner. Now that it gets dark sooner, we can't play there in the early evenings. To make it a safer place to play, please consider installing lights at the park.

You may find it helpful to come right out and say, "I am writing to _____."

- ask about . . . (information)
 - ask you to . . . (take some kind of action)
 - ask if you might . . . (donate or sponsor)
 - express disappointment about . . . (a product or service)
 - thank you for. . . (excellent service, making a donation, participating in an event)
 - let you know how much I appreciate. . . (a person or an act of service)
 - tell you how much I enjoyed. . . (an event or experience)
2. **Additional paragraphs.** You may need to use an extra paragraph or two to explain the importance of your main point. Include facts, details, and examples (including personal examples) that support your point.

If you write more than one paragraph, leave a blank line between each paragraph.

3. **Final paragraph.** Restate the purpose of the letter and, if appropriate, make a request for action.

Could you possibly _____?

Would you kindly consider _____?

I hope you will be able to _____.

I would be grateful if you could _____.

I look forward to receiving _____.

End by thanking the person for taking time to read your letter

Closing

1. After the final paragraph, skip one space and write the **closing** that best fits the kind of letter you're sending.
2. In a business letter, the closing uses such words as:
 - *Sincerely,*
 - *Yours truly,*
 - *Regards,*
 - *Many thanks,*
 - *With appreciation,*
 - *Respectfully,*
 - *Best wishes,*
3. Follow the closing with a comma.

Signature

1. If you are typing your letter, skip four spaces after the closing and type your full name. Then **sign your name** below the closing.
2. If you are writing a letter by hand, simply sign your name below the closing.

Addressing an Envelope

When you're finished writing your letter, address a #10 envelope (4 1/8" x 9 1/2").

1. On the front of the envelope, in the upper left-hand corner, write your name and address (or use a pre-printed label).
2. Write the recipient's address on the front of the envelope, right in the middle.
3. Fold your letter in thirds, insert it in the envelope, seal it, and add a stamp.

Congratulations! You've written a business letter!

Business Letter Tips

- Business letters should be typed whenever possible. Use a plain font such as 12-point Times Roman or Arial. Cute or fancy fonts are not appropriate for business letters.
- Use 8 1/2" x 11" computer paper. Younger children may use a crisp, clean sheet of notebook paper.
- When writing by hand, use neat, legible penmanship. Write with a pen, not a pencil.
- The web page [Addressing People of Title](#) shows the proper way to write salutations to different officials, including dignitaries, government officials, judges, clergy, and members of the U.S. Armed Forces. In addition, you will learn the correct way to write the person's title when addressing the envelope.
- Learn how to write salutations and titles for [other professionals](#) such as professors, physicians, and attorneys.

Review

Here is a quick review of the parts of a business letter.

1. Heading

- Your address (but not your name)
- Date
- Inside address (recipient's title and name, place of business, and address)

2. Greeting

- Choose the proper greeting to address the recipient.
- The greeting is also known as the salutation.

3. Body

- Write a friendly greeting
- State the main point of the letter
- Add supporting details, facts, examples, or explanations
- Use one or more paragraphs as needed.

4. Closing

- Choose a formal closing for your letter.

5. Signature

- Below the closing, sign your name.
- Use cursive, if you know how.



The next pages show several **examples of business letters**. Use them as guides, but *do not copy them*.

82 friar Rd. #321
Townville, NY 12200

June 20, 2013

Ms. Doris Lewis
Danny's Donut Hut
7000 E. Baseline St.
Townville, NY 12200

Dear Ms. Lewis:

Thank you for giving the Cub Scouts a tour of Danny's Donut Hut. I liked learning how donuts are made. It was interesting. The best part was getting to eat donuts! My favorite was the chocolate donut with blue frosting and sprinkles. We all loved the donut holes you gave us when we left. Our leader let us eat the whole bag in the car on the way home!

I think Danny's Donut Hut is a great place for a field trip. It was a fun visit. Maybe my dad will bring me back on Saturday to buy donuts for breakfast.

Yours truly,

Hunter O'Neill

123 Larkspur Rd.
Mountainside, CO 80000

June 20, 2013

Dr. Jonathan Lane
Mountainside Medical Center
900 W. 11th Ave.
Mountainside, CO 12200

Dear Dr. Lane:

Last week, my mom brought me to your office because I fell and hurt my arm. I was scared and didn't want to go. But the nurses were really kind and helped me not feel nervous. I especially want to tell you how nice Nurse Rachel was. She smiled a lot and gave me extra lollipops since I was a good patient.

I also like the colorful scrubs the nurses wore. The animal print shirts cheered me up. I'm glad they don't wear boring uniforms like the ladies who work for our dentist.

If I ever have to come back, I won't be afraid next time because everyone was friendly and took such good care of me. I love the nurses in your office!

Sincerely,

Genevieve Martin

Genevieve Martin

9392 Acorn Ave.
Petry, OK 73520

May 9, 2013

Miss Leticia Vandergroot
Townville Quilting Society
214 Oak St.
Townville, NY 12200

Dear Miss Vandergroot:

I am a fifth-grade homeschooler studying pioneer history. For my project, I am writing a report about quilting. In addition, I will be making a small quilt with my mom. I am writing to ask if your quilting group can help me.

First, I am wondering if you could mail me some brochures or booklets about the history of quilting. Learning about the importance of quilting during pioneer days will help me with my report.

Second, I would appreciate any quilting tips you can send, since I have never made a quilt before. Can you suggest some easy patterns for a beginning quilter?

Thank you for taking time to read my letter. I would be grateful if you could help me learn more about quilting. I hope to hear from you soon

Yours truly,

Maya Martindale

Maya Martindale

710 Walker Ave.
Evandale, WA 99100

June 28, 2013

Mayor Alexander Wong
1000 City Center Dr.
Evandale, WA 99100

Dear Mayor Wong :

I am a 13-year-old boy who lives with my family near the corner of Walker Ave. and 11th St. SW. We love our city and are proud to be citizens.

I am writing to complain about how many traffic accidents happen at this intersection. There is no crosswalk, so every time my brother and I walk to Evandale Park, we worry about drivers who aren't paying attention. Even worse, my best friend Dillon was hit by a car while riding his bike across the intersection.

Mayors are very busy, so the problem of one street corner might not seem that important. But it affects the safety of every driver, pedestrian, and cyclist who uses that intersection. Would you kindly consider putting in stop signs or a traffic signal? Please make this intersection a priority. Thank you for your time.

Respectfully,

A handwritten signature in black ink that reads "Hayden Reese". The signature is written in a cursive, slightly slanted style.

Hayden Reese

1628 June Lake Loop
Blythe, TX 79600

April 21, 2013

Lehman Printing Services
333 Main St.
Blythe, TX 79600

Dear Mr. Lehman,

My name is Kyla Cable. I am a 17-year-old high school student and resident of Blythe. For the past three summers, I have had the opportunity to go overseas on a cultural exchange/mission trip. My travels have taken me to Ecuador, Kenya, and Nepal. The enclosed photo of me was taken last year in Nepal while visiting the poorest section of Kathmandu. This June, I hope to return to Nepal where my team will trek through the Himalayas, visiting remote villages and living among the Nepali people.

I will be traveling with Teen Global Outreach. This non-profit organization takes young people around the world each summer. Overseas, we spend time in schools, orphanages, and prisons, often communicating with the people through drama. In addition, with the help of local translators, we can share our hearts with the native people one-on-one. These summer trips have not only opened my eyes to how others live around the world, they have helped to develop my personal character and faith.

We must each raise our own support to cover air fare, food, and lodging. I know many small businesses like yours look for opportunities to invest in the young people of the community. It is my hope that you will consider being one of my sponsors. My total trip cost is \$4,300. So far, I have raised \$2,800 in support. It would mean a great deal to know you have partnered with me in this unique outreach. When I return in August, I will write and let you know about my trip.

I would be happy to answer any questions or send you more information. I have enclosed a brochure about Teen Global Outreach. If you would like to participate as a sponsor, please fill out the tear-off section and mail your donation by May 15th.

Thank you so much for your generosity.

Tapaaile jai Masi,



Kyla Cable



Inspiring Successful Writers.

WriteShop® Inc.
2726 Mildred Pl.
Ontario, CA 91761
Phone (909) 989-5576
Fax (909) 941-9541
<http://www.writeshop.com>
info@writeshop.com

Keep up with WriteShop by following:



Award-winning WriteShop offers quality, parent-approved writing resources for kindergarten through high school, helping new and veteran homeschoolers alike teach writing with confidence.

[See the WriteShop store for details!](#)

