**Business Letter Writing**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Learning Goal**: To write a professional business letter using persuasive and polite language and proper letter writing format.

**Success Criteria**

* I can follow proper business letter writing format (see review below)
* I can choose a real business or person I want to write to
* I can decide upon my purpose for writing and express it clearly and politely (who I am, why I am writing, what action I hope the reader will take)
* I can maintain a professional tone in my letter. Some of the professional words and phrases I chose include\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I can check my spelling and punctuation carefully

