

Business Letter

Directions: Write a business letter about the situation described below. Read ALL the information carefully before you start to write.

The Situation: Item in need of repair: iPod shuffle

Sent for repair to: Loudbox, Inc.

Problem: You sent your iPod for repairs because the play button was stuck. Today your iPod came back with the play button fixed; however, now you can't get it to turn on.

Your Task: Write a business letter concerning this situation to: Loudbox, Inc, 941 West 162nd Street, Camden, New Jersey, 07007. Use an acceptable business letter format.

In your letter be sure to:

- Explain the situation.
- Explain what you want the store to do for you.
- Give complete and correct information.
- Use acceptable business letter format.

Before you begin to write, ask yourself the following questions:

- Who is my audience?
- What is my purpose?
- What is my tone?