

## 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 Purchased: Superspeed 7 bicycle

Purchased from: Mike's Bike Shop

Problem: You ordered a bike from Mike's Bike Shop. When you opened the package that was mailed to you and put together the bike, you noticed that it was missing pedals.

**Your Task:**              Write a business letter concerning this situation to : Mike's Bike Shop, 55 Main St., Wichita, KS, 67201. 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?