

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 received: business cards

Ordered from: TYPO, Inc.

Problem: You ordered business cards from TYPO, Inc., but they spelled your last name incorrectly on the cards.

Your Task: Write a business letter concerning this situation to: TYPO, Inc., 304 Park Ave. South, Suite 2084, New York, NY 10010. 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?