Name:_____ Date:_____

Business Letter Format

Instructions: Leslie-Ann has formatted her letter incorrectly.
Please rearrange the parts of the letter so that it is formatted correctly.
Place the corrected letter on the 2nd page.

Dear Mr. Johnson:

P. O. Box EE-1532
Nassau, N. P.
The Bahamas

Yours respectfully,
L. Brown
Leslie-Ann Brown

Mr. Collin Johnson
Principal
R. M. Bailey Senior High School
P. O. Box N-461
Nassau, N. P.
The Bahamas

This problem started on March 20th, when a boy in my class, Kazinski Johnson, falsely accused me of spying on the girls while they were changing for P. E. class. He said this just for laughs, but soon, everyone started calling me Lesbi-Ann, instead of Leslie-Ann. Because I am so afraid, I have been suffering from panic attacks, so I have had to remain at home.

I respectfully ask that you call a meeting with all of our parents, so that they would stop the bullying. Hopefully, this happens before May 17th, when exams begin. I only want to feel safe and at ease when I am on campus. Thanks in advance for your assistance.

I am a student of 10P and I write to ask for your help in stopping the extreme bullying that I have been receiving from my classmates.

April 23rd, 2021

LIVEWORKSHEETS

Business Letter Format

LIVEWORKSHEETS