

Name: _____

Date: _____



BUSINESS LETTER WRITING

Directions: Using your notes from writing a thank you letter, choose one of the following prompts and write a thank you letter. Then, fill out an envelope to go along with your letter.

1. During a recent hurricane, the classrooms in one of the school blocks was destroyed. Desks, chairs, books and other classroom items were destroyed. A corporate citizen has graciously replaced the items. Write a letter to this individual thank him/her for his/her generosity.
2. You've just graduated from junior school and have passed the entrance examination to attend a prestigious high school. Your success is due, in part, to one of your teachers who has helped you with your exam preparation. Write a letter to this teacher thanking him/her for his/her help throughout your school days.

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