

Name: _____

Grade: _____

English Language
Business Letter Review

Email your work to: langandlit8@gmail.com

Instructions: Write ONE of the following letters. The body of the letter should contain approximately 100 words. An envelope must be completed at the end of your letter.

- a. Your school was recently given a donation of one hundred reading books from a local bookstore or business. Write a letter of thanks to the Manager for this generous donation. Be sure to include how these books will benefit the students.
- b. You belong to a house at school which recently won an Inter-House Sports Competition in Track and Field. All house members were treated to a party by the teacher who is the house captain. Write a letter to this House Captain, thanking him or her for sponsoring the party and saying why it was appreciated.
- c. Your school has won the award for the best B.J.C. results in the district for the year 2015. Write a letter to the Principal of the school congratulating him or her on this outstanding achievement. Be sure to include at least **TWO** activities the school put into place that contributed to this success.
- d. The Head Boy/Head Girl at your school was recently awarded a full scholarship for college, which will cover the cost of tuition and textbooks. Write a congratulatory letter on this great achievement. Be sure to include reasons why he/she deserved this award.

