

Name: _____

Date: _____

The Business Letter

Learning Target: I can construct a formal letter appropriate to any given scenario and address the accompanying envelope.

Instructions: Tiago has written a letter to Ms. Turnquest about being bullied at school, but he has formatted it incorrectly. Drag the parts of the letter to their correct spot to help Tiago! Then fill in the spaces on the envelope to help him address it.

Dear Mrs. Turnquest

P.O.Box N-1298

Nassau, The Bahamas

November 6th, 2022

Yours respectfully

Tiago Cole

On November 4th, I was participating in the school's Cross Country race when I fell on the field. Although I did not suffer any physical injuries, I was mortified. Things only got worse when Kendrick Ferguson posted my embarrassing fall on Tik Tok. The video already has 995k views! Everyone in my group chats calls me names and laughs at me. I am not sure I want to come to school for the rest of the month.

I respectfully ask that you call a meeting with all our parents and stop this bully. Please have Kendrick delete the video by the end of the school day on November 8th 2022. If not, my parents and I have decided it would be best for me to leave ISBET.

I am a student in Freshman. I am writing this letter to inform you of a breach in the ISBET code of conduct regarding bullying. Since last Friday, I have been a victim of online bully due to the heartless actions of my fellow classmate.

Mrs. Mitzie Turnquest
Director of Operations
International School of Business Entrepreneurship and Technology
P.O.Box N-4587
Nassau, The Bahamas

The Business Letter

The Envelope

