

# Business Letter Assignment

You are going to write a formal business letter to the company that manufactures a product that you use. You may pick any school-appropriate product (no violence/guns/blood). Write a business letter to the manufacturing company and tell them either at least 3 reasons why you *enjoy* their product or 3 reasons why you *don't*. Each reason should be turned into a fully developed paragraph (7-9 sentences each). The introduction and the conclusion paragraphs should be at least 4 sentences in length. The introduction must include a thesis statement (i.e. I really like the Apple iPod Touch because I can listen to my favorite music, watch movies, and surf the web).

You are to write your letter in the **BLOCK paragraph format**. Please reference the handout you were given in class. Your letter needs to be formatted correctly with proper spacing and with a uniform font (Times New Roman, 12 point font).

You will also need to supply a standard business envelope (Number 10) that has the correct mailing information on it. (You need to use a real stamp; we will be mailing the letters out.) You will have to find the mailing address of the manufacturing company as well as the name of the person to whom you will send it. Also, you will need to make sure your letter is correctly folded into thirds and put into your envelope the day it is due.

This is to be a *formal* business letter. Therefore, you may NOT use contractions. After you have finished typing your letter in Word, hit "Ctrl + F." A box should appear. Hit the apostrophe key, and then click "Find Next." Go through all of the apostrophes you used in your paper. Make sure none of them are used in contractions. Just to clarify, apostrophes are allowed in your paper; contractions are not.

Furthermore, because this letter is about a business product, correct capitalization must be used. Remember, the brand name is capitalized as is the name of the specific product but not the name of a generic item (e.g. Callaway Big Bertha vs. Callaway golf club).

This project will be worth 25 points; i.e. your total out of 50 will be divided by 2.

