**Business Letter Format**

**Addressing an Envelope**

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| **1. Return Address**  The return address is the name and address of the person sending the letter. The return address appears in the top left corner of the envelope and consists of your name, post office box number (if applicable), apartment or unit number followed by a hyphen (if applicable), street address (if applicable), city or town, province, and postal code.  JEAN BROWN  PO BOX 8207  TORONTO ON L2R 3V6  JEAN BROWN  905-12963 61 ST  TORONTO ON L2R 3V6 | **2. Mailing Address**  The mailing address is the name and address to which the letter is being sent. It always appears in the center of the envelope. In a business letter, the address on the envelope is the same as the inside address of the letter. There may be separate lines for the title of the addressee (Editor, Director, President), the division or department in which the person works, and the name of his or her company, business, or organization.  SAM HUNT  DIRECTOR  THE KNITTING MILL  1409 3 AVE  TORONTO ON L3V 7O1 |

**Envelope Format**

1. Addresses should be typed or written in upper-case or block letters.

2. All lines of the addresses must be formatted with a uniform left margin.

3. Punctuation marks (such as commas and periods) should not be used unless they are part of a place name (e.g., ST. JOHN’S).

4. The postal code should always appear on the same line as the municipality and province or territory name, and should be separated from the province by two spaces.

5. The two-letter abbreviation for the province name should be used wherever possible (see next page); abbreviations for street (ST), avenue (AVE), and boulevard (BLVD) should also be used.

6. The return address should be formatted in the same way as the main address.

For more information, refer to the “Addressing Guidelines” in the Canada Postal Guide on the Canada Post website at canadapost.ca

**Envelope Illustration:**

**Format of a Business Letter**

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| There are three basic business-letter formats. Any of these formats is appropriate and acceptable for the test. What is most important is that students choose one format and use it consistently so that the overall appearance of the letter is attractive.  Note: Students should double-space word-processed work in order to make revisions more easily. This should be applied only to the body of the letter and not to the other parts.  Parts of the Business Letter  **1. Heading**  The heading consists of your address and the date.  PO Box 8207  Toronto ON L2R 3V6  May 13, 2009  905-12963 61 St  Toronto ON L2R 3V6  May 13, 2009  **2. Inside Address**  The inside address consists of the name and address of the person to whom you are writing. It usually appears four lines below the heading if a word processor is used or one line below if it is handwritten.  Sam Hunt, Director  The Knitting Mill  1409 3 Ave  Toronto ON L3V 7O1  **3. Salutation**  The most traditional salutation or greeting for a business letter is Dear followed by Mr., Ms., Mrs., or Miss, and the person’s last name, followed by a colon.  Dear Mr. Smith: Dear Mrs. Brown: | **4. Body**  The body is the main part of the letter in which you write what you have to say to the addressee. Skip one line after the salutation.  Be concise. Ensure that sufficient information is given so that your purpose is clearly understood and your request is well received.  Business letters are usually formal, so the language that you use should also be formal.  **5. Closing**  The closing is the ending to your letter. It appears at the bottom of the letter, directly under the body. Only the first word in the closing should be capitalized. It is always followed by a comma.  Yours truly,  Sincerely,  **6. Signature**  The signature is your full name signed. Your signature should appear directly below the closing. It should always be written in ink.  **7. Your Name Printed**  **8. Commonly Used Abbreviations for Provinces and Territories**  Province/Territory Abbreviation  Alberta AB  British Columbia BC  Manitoba MB  New Brunswick NB  Newfoundland NL  Northwest Territories NT  Nova Scotia NS  Nunavut NU  Ontario ON  Prince Edward Island PE  Quebec QC or PQ  Saskatchewan SK  Yukon YT |

**Business Letter Formats**

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| 1) The Block Format:  In this format, all parts of the letter run along the left side of the page (margin). No paragraphs in the body are indented. |  |
| 2) The Modified Block Format:  In this format, the heading, the closing, and the signature run along the right margin. All of the other parts run along the left margin. |  |
| 3) The Semi-Block Format:  The format is the same as the block format, except that the paragraphs in the body are indented. |  |

Letter Assignment

**Situation:**

Imagine the English Language arts teacher at your preferred high school, St. Francis Xavier, required every student to submit a business letter before being approved for the class. She wants to know all of her students prior to the class starting, so it is important to give an accurate and truthful account of your behaviors in the letter. She asked that you create a business letter that outlines your strengths and weaknesses in Language Arts. You will need to give specific examples from real life to support your ideas. You will also need to outline your goals for your current course and explain how you plan to achieve these goals by the end your grade 9 year.

Use the following information for your letter and to address the envelope provided:

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| Ashley Warawa-Klein  The English Language Arts teacher at St. Francis Xavier High School is Ashley Warawa-Klein. The school is located at 9250 163 Street in Edmonton, Alberta. The postal code is T5R 0A7. She can be contacted by email at [Ashley.Warawa@ecsd.net](mailto:Ashley.Warawa@ecsd.net) or by telephone at (780) 489-2571. |

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| --- |
| Your Name  You are a current student at Our Lady of Mount Carmel School. The school is located at 10524 76 Avenue in Edmonton, Alberta. The postal code is T6E 1L3. You can be contacted by email at [Student123@ecsd.net](mailto:Student123@ecsd.net) or by telephone at (780)555-1234. |

Follow the steps outlined in the business letter format notes to write the letter to your future teacher.

Please organize the body paragraphs as follows:

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| 1st Paragraph: | - Introduce who you are and why you are writing the letter. |
| 2nd Paragraph: | - Outline your strengths and include a specific example from your life for each strength. |
| 3rd Paragraph: | - Outline your weaknesses and include a specific example from your life for each weakness. |
| 4th Paragraph: | - Outline your goals for your current course and how you plan to achieve each goal by the end of the year. |
| 5th Paragraph: | - Thank the teacher for taking the time to read your letter and include information on how the teacher can contact you if needed.  - Include pleasantries about how you look forward to working with the teacher or how you look forward to the class. |