

Name:

Date:

Class:

Business Letter

Skill:

- Application (AP)

Time on Task:

- 60 minutes

Goal/Purpose:

- The goal of this activity is to create a letterhead for business communications. You will then incorporate this letterhead to draft a letter to a vendor who provides janitorial and custodial services to local businesses.

Letterhead refers to a printed heading or stationery that identifies a person's name and contact information. Conduct an online search for examples of letterhead and design one you think would be appropriate for your business. Figure 17-5 in the textbook also shows an example of letterhead on a letter. Once you have designed your letterhead, craft a letter to the owner of Jones Cleaning using the following details. Your letter can be entirely your own creation, but the format should follow Figure 17-5 from the textbook. Your instructor will inform you about the appropriate method of submission.

- The letter should be addressed to Mr. Robert G. Jones, owner of Jones Cleaning.
- The address for Jones Cleaning is 409 East Main Street, Hartford City, MI 49057.
- The body of the letter will be your creation. You can include any other information about the need for supplies or thank the company for the promptness of your delivery, etc.

1. Identify the elements of your business you plan to include in your letterhead.

Answer:

2. In the space provided, outline the information to be included in your business letter. When finished, use a separate sheet of paper to create your letter, and submit it according to your instructor's guidelines.

Answer: