

Name _____

Date _____

Sample Business Letter

1520 Sixth Avenue
New York, NY 10980] → Heading

May 1, 2004] → Date

Principal Valerie Sanchez
Redwood Elementary School
New York, NY 10980] → Name and address of the person who is receiving the letter.

Dear Ms. Sanchez:] → Greeting

The writer explains who he is and why he is writing this letter.

← I am a fifth-grade student. I think that students in our school should be allowed to wear uniforms. We need to spend less time and money worrying about our school clothes and spend more time and energy on our studies.

The writer gives his opinion on the topic.

← If students were allowed to wear uniforms, parents would spend less money on clothes. Parents could then spend money on more important things that kids need like food, books and medical care.

The writer describes his experience in support of his opinion.

← If students wore uniforms, it would make it easier for them to get to school on time. I spend a lot of time in the morning deciding what clothes to wear. But if I wore a uniform, then I wouldn't waste my time thinking about clothes. I could focus more on getting to school.

Students wouldn't worry so much about fitting in if they wore uniforms. Kids are under a lot of pressure to wear the right clothes, brands and styles. Uniforms would show kids that it's more important to be judged on who they are rather than on what they wear.

The writer tells Ms. Sanchez what action he would like her to take.

← I really think this is an important issue. Students in our school should be allowed to decide if they want to wear uniforms or not.

Thank you, Ms. Sanchez, for reading my letter. I hope you will consider my suggestion.

Sincerely,] → Closing

Thomas James] → Signature
Thomas James