**Formal Business Letter Format (can be adapted for other types, too!!!)**

First & Last Name (of person you are writing to)

Company (if applicable)

Mailing Address

City, State Zip Code

Date – October 25, 2017

Dear Mr/s. Last Name (from above):

Paragraph 1 – introduction –why writing. It’s okay to say that this is an assignment, but show your interest in the assignment. Be sincere.

Paragraph 2 – Add some info about yourself – your interests, your contact or interaction with veterans, what you like. Also, consider adding any events you’ve attended and invite them to our Program if you wish. Include the Website with details if you wish: <https://cusd4shirey.weebly.com/veterans-day-program.html>.

Paragraph 3 – Thank you

Closing (Respectfully, Sincerely, etc.)

*Leave this space for your signature after you print it but before we mail it!*

Author’s First & Last Name (i.e. John Doe)

Mailing Address

City, State Zip

\*\*\*\*(You may use the school address if you wish, as below:)

Unity High School

C/O English with Mrs. Shirey

453 W Collins

Mendon, IL 62351