

FUNCTIONAL WRITING - BUSINESS LETTER

- P. 1 { Background - Who are you?
- Do you belong to an organization?
- P. 1 { Purpose - Clearly state why you're writing
(inform, question, ask, invite, etc.?)
- P. 2 (possibly 3) { Details - largest paragraph (or 2)
- info related to your purpose
- describe/explain/defend as necessary.
- P. 2 { Operations - contact info (e-mail, ph#)
- "by-when" date if required + appropriate
- P. 3 { Goodwill Closing - polite + respectful sentence
- sometimes restating your purpose or wish

Use the above to help you remember what information is required in the body paragraphs of a business letter.