



**How to Write a Letter**  
**Business Studies – Junior Cert**  
**Quick Notes**

## How to write a letter

- Writing a letter can be easy if you follow a few simple rules.
- Take your time and think carefully about **WHO** you are writing to.



### Starting off.....

- Correct addresses: YOUR address (right)
- Date
- **Their** address (left - but only if it is an official letter, not personal)
- Re:
- Dear Sir or Madam ( or *their actual name...Jim, Anne,Mr.Jones, Miss.Peters,*
- Indent (bring it in a bit) the first word under 'Madam'

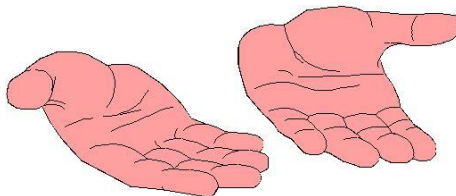
### 1st paragraph....

- *Why are you writing to them..."I am writing to you to because....."*
- Explain who YOU are....
- Be polite! *"I hope you don't mind me writing to you but I had tell you about.."*
- Be strong (If it is a letter of complaint) eg. *"I must inform you that I am not happy with...."*

## 2nd paragraph.....

This is the MAIN section of your letter

- You can have more than one paragraph
- If it is a persuasive letter, then take 1 or 2 points of persuasion for each paragraph
- Don't make one enormous paragraph- it looks boring!
- Use connectives (firstly, secondly, next,...)
- State each point, then back it up eg. *I believe Italy will win the World Cup because they have extreme talent and have greater fitness.*
- Offer your own opinion on things. eg. *I firmly believe that custard is the finest food because it is smooth yet refined*
- Use any planning sheet you have to tick off each point you are making.
- Use facts to back up your arguments eg. *In a recent school survey, 94% of boys would like Kylie as their girlfriend.*



## Last paragraph.....

- This is a concluding paragraph eg. *To sum up, I would say that...*
  - Give an overall view of the letter. eg. *What I am trying to say to you is that I would dearly love you to come and stay with us.*
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### Signing off.....

- If you know them personally - Yours sincerely
- If you don't know them - Yours faithfully
- Signature & print name
- **RE-READ YOUR WHOLE LETTER!!!!**

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