

For writing on Friday, April 28, 2017

1. Open your word document program.
2. Type a BLOCK BUSINESS LETTER to the following person.

Mr. Harry Potterman
Magic Solutions
3451 Wizardly Place
Avon, Arkansas 77447

Be sure to include statements about the following:

- Your invite to the town councils "Founders Day Celebration"
- Your recent purchase of the "Magic Kit 5000"
- The easy to follow instruction guide made it truly easy to learn the tricks in under 30 minutes
- How your magic show received a request from the town council to return in the fall.

Remember:

- Business letters are professional
- They state facts
- They serve a purpose (thank you, disappointment, request additional information, etc.)
- Include the sender's information, the date, a greeting, and a closing

Save the document to your digital portfolio as: Writing Business Block
Email it to me with Submission in the subject line.

If you need help with saving and emailing, let me know.