

# WRITING THE BUSINESS LETTERS

The following business letter is written in a *block format*:

	1282 Lakeshore Drive	—— return address
	Chicago, Illinois 45390	
	October 17, 1985	—— date
inside address	Mr. Gregg Marlin Vice-President of Research and Development Electro Data, Inc. 2346 Sunshores Ave. Los Angeles, CA 90007	
salutation —	Dear Mr. Marlin:	
	Here is the study you proposed at the department meeting on September 1 to determine the features most desired in a pocket-size business calculator.	
body —	To gather data for the design of our proposed new calculator, I conducted a mail survey of 420 professional accountants. Additionally, I sought the counsel of several outside authorities in the manufacturing and marketing phases of the pocket-calculator industry.	
	Within the size and cost restraints you suggested, I think the proposed design contains some new “wrinkles” and would meet the needs of most business people.	
signature block	Sincerely,	—— complimentary closing —— signature
initials of author — and typist	Ann McCandless Research Associate	—— signature identification
postscript — last-minute addition	P.S. Please call me if any part of the enclosed materials raises questions or seems incomplete.	