Writing a Formal Letter

DIRECTIONS: Many writing occasions call for a formal style. Letters written for business purposes—whether the business being conducted is commercial, social, or academic—should all be written in a formal style. For this assignment, choose one of the topics below. Plan a brief letter, using the template provided. Then, on a separate page, compose your letter. Establish and maintain a formal writing style.

Inform a business about poor service received

Notify a property management office about a problem with a fellow tenant