

Letter sample – business



Letter Link: **Let's write a letter**

1. Your name and address

1. Sarah Thompson

2. The date

1115 Railway Road

3. The recipient's name, title and address

CARLTON NSW 2218

4. Your formal greeting using the recipient's correct title

2. 13 March 2012

3. Mr Geoffrey James

Member for Carlton

5. Your content

3376 Hyde Street

6. Your sign off

CARLTON NSW 2218

7. Your signature and your printed name

4. To Mr Geoffrey James,

5. I am writing to inform you of a dangerous corner where Lorikeet Lane enters Bay Street. The building on the east side of Bay Street extends so far that it blocks pedestrians from the view of drivers in cars exiting the lane.

I used to walk down Bay Street twice a day with my dog and many times I have almost been hit by a car. I have since had to change my route because I feel so unsafe.

The council should consider putting a mirror on this corner so that pedestrians can look down the lane and see oncoming cars.

6. Yours sincerely,

7. Sarah Thompson

Sarah Thompson