**Writing Opinion Letters**

**Prewriting to Understand the Parts of a Business Letter**

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| --- | --- | --- | --- |
| Name: |  | Date: |  |

**Label the parts of a business letter.**

Write the correct term in each blank: body, complimentary closing, heading, signature, inside address, salutation.

Room 203

1.

Parkview Middle School

Marshfield, MI 43000

May 1, 2018

2.

Ms. Valerie Lynch

Science Teacher

Parkview Middle School

Marshfield, MI 43000

3.

Dear Ms. Lynch:

My name is Sarah Taylor, and I am a fourth grader at Dyer School. The students in Ms. Larson’s class really like science. We feel Dyer School needs a science fair again.

First, we have done a lot of science projects this year. With our new science program, we are always building or testing something. My classmates would like to show their work to other people.

4.

Second, science is really important. Ms. Larson always shares stories about science and how we need to understand science. A science fair would show that we value science.

Third, a science fair could help the school. If people in the community come to the fair, they will see all the good things we are doing. They might help us raise money for some new science equipment.

Thank you for reading my letter. We hope that you will bring back the science fair.

Sincerely,

5.

Sarah Taylor

6.