

Recipient info
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Sender info
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Anthony Silva
2-1-345 Takatsuka-cho
Nishinomiya, Hyogo 662-0061 Japan
November 8, 2006

George W. Bush
President, United States of America
1600 Pennsylvania Avenue
Washington, D.C. 20500 USA

Dear Mr. Bush,

← Salutation

I am writing this as an example of a business letter for my students in Japan. I understand that Mr. Cheney, Mr. Rove, and Mr. Rumsfeld do most of your work, so I imagine you have little to do during the day and won't mind helping. Perhaps you can learn something, too.

Regarding the format, the information about the *sender* appears in the upper right hand corner. There you see my name, address, and the date I wrote the letter. The information is usually *indented* toward the right side of the page. Below that, and on the left side of the page is the information about the *recipient*. Note that we don't use Mr. or Ms., in this section. We do use the honorific Mr., Ms., etc., in the salutation, which usually takes the form "Dear Mr. X:" or "Dear Ms. Y:". Of course, use "Dr." or "Prof." when appropriate. Also, while here I call you Mr. Bush, I know it's proper to address you as "Mr. President." Sorry, George!

As for *tone*, business letters are usually short, direct, formal, and polite. Even if you are very angry or otherwise emotionally upset, it's probably a good idea to control that emotion when writing a business letter. Try to stick to the facts. Keep the letter and your sentences short. Say no more than you need to. Use a spell-checker to help you find any spelling mistakes.

Notice that the body of the letter begins with a brief explanation of why you are writing. The letter should end with a clear statement of what action, if any, you expect of the person to whom you are writing. It's also good manners to thank the person for their time and attention to your requests. At the very end of the letter, you use a closing, followed by your signature and below that, you name typed out. The closing is usually simply "Sincerely,".

Thanks for your time and help with this. I'm sure my students will enjoy this one good thing you've managed to accomplish in your two terms in office.

Sincerely,

Anthony Silva — Signature

Anthony Silva