

Sample Business Letter

Heading

Monroe Chamber of Commerce
105 East Bay Road
Monroe, LA 71404-1832
October 19, 2000

Four to Seven Spaces

Inside Address

Ms. Charlotte Williams, Manager
Belles Lettres Books
The Delta Mall
Monroe, LA 71404-0012

Double Space

Salutation

Dear Ms. Williams:

Double Space

Welcome to the Monroe business community. As the Chamber's executive director, I'd like to thank you for opening your store in the Delta Mall. Belles Lettres Books is a welcome addition to the town's economy, especially with the store's emphasis on Southern authors. I wish you success.

Body

I would like to invite you to join our Chamber of Commerce. Membership gives you a voice in your community and access to promotional materials.

If you decide to join, I could set up a ribbon-cutting ceremony, which would provide some useful news coverage. Call me at 944-0645 or e-mail me at <alein@chamber.org> if you have any questions.

Complimentary Closing

Sincerely,

Double Space

Signature

Ardith Lein

Four Spaces

Ardith Lein

Double Space

Initials
Enclosures
Copies

ALnk
Encl. membership brochure
cc: Peter Sanchez, Membership Chairperson