

# DIGI TOOLS

## Personal Business Letter

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Per. \_\_\_\_\_

**Objective:** Correctly format and compose a persuasive personal business letter that will prompt action from the reader.

Maui Jim Sunglasses			
Description	Student	Pts	Your Score
	✓		
Correct <b>Margins</b> = 1"			
<b>Return Address</b> begins at 2" using FHS info			
QS after the <b>Date</b>			
DS after the <b>Letter Address</b>			
DS after the <b>Salutation</b>			
DS after each paragraph in the <b>Body</b>			
DS before the <b>Complimentary Close</b>			
QS before the <b>Name of Writer</b>			
DS before the <b>Reference Initials</b>			
Proper <b>Attachment/Enclosure</b> included			
Letter includes three paragraphs			
Letter flows in a logical manner			
Letter is persuasive			
<b>TOTAL POSSIBLE POINTS:</b>	✓	<b>20</b>	

**YOUR SCORE:** \_\_\_\_\_

**Notes:**