

Business Letter Format

Name

7 September 2016

Mr. Jon Zonderman

Mandeville Hall, Room 316

Dear Mr. Zonderman,

I am writing to you in order to ask your permission to take your class in business writing. As I know, more students applied to it than allowed, and you want to select 20 of them to attend your class. Therefore, I am writing this letter to persuade you to take me to your class, because I think I have all necessary skills, knowledge and goals to participate in this class.

In the beginning, I will tell briefly about myself. I work as a secretary part-time, and I worked as a sales officer's assistant before. Thus, in my work, I dealt with business communication a lot, and I had to write different business letters on both positions. Therefore, I have some experience in business writing, and I think it will be helpful for me in your class. Moreover, I plan to continue my work in business and build a career there. However, my experience in business communication is not enough for higher levels, and I hope your business writing class will be much helpful for me. Business writing is essential for any person who wants to have a successful career in business; therefore, this class is especially important for my current work and future goals. In addition to experience and plans to use business writing in my future career, I think I would be an important addition to this class because, unlike many other students, I already have experience in business communication and writing, as I wrote many letters

myself, and they were interesting to those whom I wrote. Thus, I will be able to give advice to others in terms of business writing.

I hope that my request was interesting to you, and you will allow me to take your class. I am looking forward to your response.

Sincerely,

Name