

Rock and Roll Business Letter

A properly formatted business letter should include the following:

Date
Student/school address

The recipient's name/title
The recipient's full mailing address

Dear Recipient's Name,

Introduction – Explain why you are writing to them and what you want. Be sure to name the music artist/group you want the committee to induct.

Paragraph #2 – Describe the performer and their music. Use your research in this section, but choose only the important details.

Paragraph #3 – Discuss and explain the reasons why the musician should be inducted. You may want to elaborate on awards they have received, the number of albums they have sold, or any charitable donations they have made or philanthropic organizations they have supported.

Conclusion – Wrap up your letter and restate your main points.

Closing – Choose from Yours Truly, Sincerely, Thank you for your consideration,

Signature – handwritten

Your name typed

