



Business Letter Assignment

Please request tickets for your business club, Future Business Leaders of America (FBLA), to attend the taping of a television program from The American Broadcast Company ABC network. The club members can attend on any of the following dates: April 8, 15, or 29.

Explain that you were referred by your teacher (Mrs. Wilson), who explained that there might be an opportunity for your group to use this activity as a fund raiser if your group can bring enough people to the taping. Ask how many students must attend, what the parking arrangements would be, and other details you may need to know.

Tell the addressee that he/she may call you at home (give your phone number, including area code) or contact your club advisor (give your school's telephone number 631.744.1600) at your high school address (82 Rocky Point-Yaphank Road, Rocky Point, NY 11778) between the hours of 8 a.m. and 3 p.m.

Thank the addressee in your final paragraph and close with an appropriate complimentary close.