**PSA Business Letter Sample**

Body (1–3 Paragraphs)

1234 Any Street *(Your street address)* Hometown, OH 45764 *(City, State ZIP)* July 12, 2007 *(Current Date)*



Ms. Lisa McDonald *(Name of recipient)*

Brighten Academy *(Business/Institution name, if applicable)*

5897 Prestley Mill Road *(Street Address)*

Douglasville, GA 30135 *(City, State ZIP)*

Dear Ms. McDonald: *(Notice the use of a colon after the greeting)*

Introductory Paragraph: Use this paragraph to explain your purpose for writing. This paragraph should probably include three or four sentences explaining that you are writing a Public Service Announcement for the Brighten community .

Second Paragraph: Notice the spacing and lack of indentations in this format. This modern business letter style is called *block format*. Use single- spacing for paragraphs, and leave an extra space between paragraphs. This second paragraph can include supporting details or additional information about why you are writing. Explain your PSA idea and why it is important for Brighten Academy. A length of 3–5 sentences is a good guide for a second paragraph.

Concluding Paragraph: Summarize your earlier statements. Provide any additional information you think is important. Thank the recipient for his or her time. Two to three sentences is a good length for a concluding paragraph.

Sincerely, *(Other possible closings include Respectfully or Truly Yours)*

*(Leave 3–4 spaces so you have room to sign your name)*

Any Student *(Type your name)*