**ELA B30**

**Ms. McLeod**

**Letter of Inquiry**

**Outcome: CC B 30.4: Compose and create narrative, descriptive, expository, and persuasive writings that include… a letter of inquiry….**

Write a letter of inquiry (or request):

* Explain adequately what the inquiry is about and what the reader is to do in response to the letter (e.g., advice; information from a government agency; information on a product or service; copy of an official document; request for credit; application materials; estimates or bids)
* Make letter courteous and clear
* State who the writer is and give status or position
* State what the inquiry is about and explain specifically what the recipient should do
* Include the necessary details (e.g., date information is needed, services, etc.)
* Thank the recipient for his/her time
* Follow a standard letter format.

Instructions: Use the sample template to create your own business letter of inquiry. Choose **ONE** of the following scenarios **OR** create one of your own.

**Scenario 1:**

You are a prospective student at a university, college, polytechnic of your choice. You are inquiring about scholarship information, residence information, program information, a campus tour, etc. Write a business letter to the post-secondary institution of your choice asking for more information about scholarships, residence, etc.

**Scenario 2:**

You are a member of the St. Mary SLC. You are organizing a fundraiser for the Prince Albert Food Bank. You have decided to hire a band and sell tickets to raise money. In order to increase profits you will have a concession where you will sell food and drinks. Write a business letter to a local business asking them for a donation of money or a donation in kind for make your event a success.

**Scenario 3:**

You are a Grade 12 student graduating in 2020. You would like to apply to \_\_\_\_\_\_\_\_\_ (company of your choice). Write a business letter requesting information on their application process.

**Formatting Details:**

* 1 inch margins
* Appropriate font (Times, Calibri) in 12-point font.
* Double spaced
* Everything should be aligned left. You can choose to indent the date, closing paragraph, and signature, but use a consistent style (semi-block or full block).
* The letter is courteous (polite) and clear. Uses formal language (no slang, no contractions) but is also simple and clear (not pompous).
* Complete sentences with proper spelling, grammar, and punctuation.

The formal business letter is used to communicate between companies, used to interact between individuals, and is used to communicate or offer complaints between an individual or a company. The formal business letter has its own specific format.

Use the example of a formal business letter on the next page:

**First and Last name of Sender**

Street Address

City, Province, Country

Postal Code

(Area Code) Phone Number

e-mail address

February 25th, 2019

**First and Last name of Recipient**

Name of Business

Name of Department

Street Address

City, Province, Country

Postal Code

(Area Code) Phone Number

e-mail address

Salutation- Address the letter to the person personally or use **To Whom It May Concern**. Don’t forget the “**:**”

RE: what your letter is about. Ex. Scholarship Information

Paragraph 1:

Say who you are; what is your position and your company or where you are from.

Paragraph 2:

Statement of need (this is where you tell the recipient what it is that you are requesting).

Explain why you are writing (what do you want) and what you plan to do with the information, money, or resources that you receive. List the specific details. You might include a list of the things that you need so that it is very clear to the recipient what you are asking them for. Make each item separate and clear. Be sure to include the date of any deadlines that you have.

Paragraph 3:

Conclude your letter by offering your reader some incentive for responding. Listed as a sponsor on advertising and acknowledged at the event?

Closing statement: Choose one of the following

I look forward to hearing from you. Thank you for your time. Thank you for your consideration. If you need any further information, please do not hesitate to contact me. Include your contact information.

Complimentary Close: Yours truly or Sincerely (,)

(Actual Signature of Sender) allow 4 spaces for your signature

Your Name Typed

Attachments:

**Mrs. McLeod**

**ELA B30**

**Inquiry Letter**

**Writing Process: After Strategies**

**Proofread My Letter of Inquiry**

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| --- | --- |
| **Checklist** | **Circle ‘yes’ or ‘no’** |
| Have I used a consistent style (semi-block or full block)? | Yes  or  No  (I need to make revisions to my letter) |
| Have I stated who I am and given my status or position? | Yes  or  No  (I need to make revisions to my letter) |
| Have I presented my information completely and in the correct order? | Yes  or  No  (I need to make revisions to my letter) |
| Have I included all the parts of a business letter – heading, inside address, salutation, body, complimentary closing, and signature? | Yes  or  No  (I need to make revisions to my letter) |
| Have I stated my purpose clearly and immediately in my first paragraph? | Yes  or  No  (I need to make revisions to my letter) |
| Are my details complete and accurate? | Yes  or  No  (I need to make revisions to my letter) |
| Have I stated clearly what I want the reader to do? | Yes  or  No  (I need to make revisions to my letter) |
| Have I avoided expressions that are wordy, clichéd, vague, or discriminatory? | Yes  or  No  (I need to make revisions to my letter) |
| Have I used a courteous tone throughout my letter? | Yes  or  No  (I need to make revisions to my letter) |
| Do I have any spelling, capitalization, punctuation errors? | Yes  or  No  (I need to make revisions to my letter) |

**ELA B30 Letter of inquiry Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
|  |  | **Extensive Evidence**  **10** | **Sufficient Evidence**  **8** | **Partial Evidence**  **6** | **Little Evidence**  **4** |
| **Message/Meaning** | **Purpose and required response** | You explain the purpose of your inquiry and the desired response in a way that is clear, directive but also engaging and respectful. You show understanding of the balance between directness and openness. | You explain what your inquiry is about and what the reader is supposed to do in response to the letter. Your purpose and instructions are clear as is your role. | You mostly clarify your purpose and the desired response. The reader may be left with one or two questions. Be sure that you invite someone to read your letter to ensure the purpose is as clear as it could be. | You are having trouble stating the purpose and desired response for your inquiry. Review the purpose of a letter of inquiry and your own purpose for writing it. How can you communicate your wishes clearly while still sounding flexible and respectful? |
| **Details and relevant information** | You include the necessary details in order for your request to be met. You can apply these skills to inquiries of increasing complexity. | You include the necessary details in order for your request to be met. | You include some details in order for your request to be met. Consider all important information your reader will need (Ex. Important dates, services, locations) | You are having trouble including necessary details in order for your request to be made. Visualize your reader working their way through your request…what do they need to know in order to be successful? |
| **Organization and Coherence** | **Follow standard format** | You confidently work with all aspects of a letter. You understand the purpose of this kind of writing and your organization attends to a strong and fluid presentation of your important message. | You have included all necessary parts of a letter. You have organized your message in such a way that you will be taken seriously. | With reminders, you have included all parts of a letter. Work on practicing this style of writing so you can remember the parts on your own. How you organize your message will affect how seriously you are taken. | You are having trouble with the parts of a letter. Look at examples to remind you of all the parts. Perhaps a checklist would help. Think about how you want to organize the things you need to say so it has the most impact. |
| **Style and Language Choices** | **Courteous and clear language** | You intuitively use language choices that add respect, richness, power and clarity to your message. You have stated your purpose while maintaining and courteous tone. | Your language choices are suitable to your message. You have used language effectively to maintain a respectful and courteous tone. | With help you choose some language that is suitable to your message. Explore new ways to express ideas respectfully. Spend time before writing exploring words and phrases. | You are having trouble choosing language that is suitable to your message. Think about how you can make choices for respectful communication. Spend time exploring examples of letters to get ideas. |

**Feedback:**