

Personal Business Letter Project

Using Word, type and format a personal business letter to Mr. Downey, NHS Principal. Save the file to OneDrive with the file name PBL_Project.

For each error, 4 points will be deducted. Errors include omitting necessary letter parts, including unnecessary letter parts, spelling, grammar, and/or punctuation.

The letter is from **you**; enter your first and last name and address in the signature lines. The letter should be addressed to:

Mr. Brian Downey, Principal
Northview High School
10625 Parsons Road
Johns Creek, GA 30097

In paragraph 1, introduce yourself and suggest how to improve or change something at Northview High School.

Paragraphs two should contain specific ideas/steps on how you believe the concern or problem could be improved.

Paragraphs three should contain a couple of sentences thanking Mr. Downey for his time and consideration of your suggestion. You should also reference an enclosure that will support your suggestion for school improvement (even though you will not physically have one).

Be sure your letter contains ALL necessary letter parts.

Proofread for spelling and grammar (use spell check) as your document should be error free.

Save again and submit for grading via Google Classroom.