

OSHA SQUARE FOOTAGE PET SHOP

You will write your letter to Mr. Patrick Lamb, 880 Parsons Rd., Traverse City, MI 49685

Body of the letter:

INTRO: OSHA REGULATIONS regarding fire extinguisher placement, signage, and quantity per square foot (Cite the specific numbers). Why are the OSHA regulations important? Why do they matter?

Explaining the measuring process to obtain data. Provide the names of individuals involved in measuring process. Give specific measurements (square footage, maximum distance between fire extinguishers)

Conclude the letter with a final paragraph of your findings. Are we in compliance? If so, how do you know? If not, why not?

Sign

880 Parsons Rd.
Traverse City, MI 49684

March 16, 2014

Ernie English
1234 Writing Lab Lane
Write City, IN 12345

Dear Mr. English:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

Lucy Letter