CLOSING

- Wrap up your letter by writing a closing word or phrase such as Sincerely, or Yours truly, followed by a comma.
- Only capitalize the first word.

SIGNATURE

- For a regular mail letter, type your full name five lines below the closing.
- Handwrite your name between the closing and your typed name, unless it is an e-mail.

Step 3. Compose the letter

Include the following information:

1. General information about yourself in the introductory paragraph
2. A description of the History Day project, this year’s theme, and your topic in the second paragraph
3. A description of the specific information you are requesting—the more specific you can be about the type of information you are looking for, the more likely you’ll be to actually receive it.
4. An expression of your appreciation in the final paragraph.

The same basic rules apply when sending e-mail as when sending regular mail.

Refer to the following Sample Business Letter. Although the theme will be different from the one you have this year, these letters model the type of information and formal language you may want to include in your business letter.