**Personal Business Letter**

For this assignment, you will be responsible for writing a personal business letter to a living person that you admire but do not personally know (professional athlete, actor/actress, author, politician, well-known businessman or businesswoman, etc.). Business letters and personal business letters are almost always typed, so you will type your letter. This will make your letter look professional. Use a professional-looking font, single-spaced. Your entire letter must be at least one page in length, consisting of at least three body paragraphs. The overall letter must include the following parts:

1. Use all parts of a business letter in your letter, including the following: Date, Sender’s Address, Inside Address, Salutation, Body, Closing, and Signature.
2. The first body paragraph should be a friendly opening. The first sentence should state who you are and why you are writing to the person. Next, tell the person a few things about yourself in a few sentences.
3. In the second body paragraph, explain how you know of the person and why you admire him or her. Commend the person for things (example: accomplishments) he or she has done in the past. Give specific examples. Describe any relevant personal experiences (try to establish a connection with the person by sharing any similar interest, talent, goals, background, etc.). Tell the person anything else that you would like to mention.
4. In the third body paragraph, ask the person at least five questions. Ask questions that you would ask the person if you could interview him or her. Next, if you are interested in receiving an autograph, politely ask for one. Lastly, let the person know that you appreciate that he or she has taken the time to read your letter.
5. Include a closing (e.g. “Sincerely,”), press enter four times and then type your first and last name. After you print your letter, write your signature (use cursive) between the closing and your typed name.