Basha Gives Back Professional Business Letter Assignment

You are going to write a professional business letter regarding your Basha Gives Back project. The purpose of this is to help you learn how to write professionally once you graduate and to also help you communicate properly with audiences surrounding your project – giving you professional documentation to add to your final presentation.

**You can write the following types of letters:**

1. Ask a non-profit organization for information about their needs/processes/mission/etc.
   * (Ask who started it and why? How much of the money goes where? What do they really need help with? How can I get more involved?)
2. Ask an audience to promote your video/artwork/fundraiser/etc. to spread awareness/info
   * (Can you please share my video/artwork on your website? Can I leave a jar out on your counter?)
3. Ask permission to speak to an audience
   * (Can I come and teach in your class? Can I speak to your employees/youth group/etc.?)
4. Ask an audience to donate funds to your cause
   * (Would you like to help support my cause?)
5. Ask to read/publish an written document
   * (Can you please sign my online petition? Will you please read the following letter?)
6. Ask an organization for permission or for the process to volunteer
   * (How do I sign-up to volunteer? What processes are needed?)
7. Ask an audience to join your team/group
   * (I would love your help and support with this\_\_\_\_\_\_\_\_\_\_\_)
8. Ask an audience to support/attend your event or cause
   * (Please attend this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

First, your letter should be formatted as a traditional business letter with the addresses and such.

* Your introductory paragraph should introduce you as a student at BHS and the Basha Gives Back Initiative. (5-7 sentences).
* Your body paragraph should focus on your request (whichever bullet point you chose from above). Be sure to explain why your cause is important as well as the passion behind it. Also, make sure that you include dates and any other important specific information that they need from you. (5-7 sentences).
* Your closing paragraph should be thanking them for their time and giving them your contact information, so they can contact you. You should also mention that you look forward to working with them or hearing back from them. (3-5 sentences).