

Correspondence Project Prompts

Remember that you must decide which format (business or friendly) is most appropriate for the letters that you write.

1. Write a letter in response to a job opening posted in the newspaper. For grading purposes only, tape the job advertisement to the back of the letter (you would not need to do that for an actual letter of application).
2. Two months ago, you ordered a one-year subscription to a magazine and enclosed a check for \$24.00. You have received no response and no magazines. The check has not cleared the bank. Write a letter to the magazine explaining the problem and stating what action you would like the magazine to take.
3. You have received an overdue notice from the library regarding a book that you know you returned. Write a letter explaining the error and providing evidence to support that you returned the book.
4. Write a letter to the principal detailing a pressing problem facing the school. Explain what makes the issue worthy of attention and suggest possible solutions.
5. A relative has just sent you a gift that you have always dreamed of receiving. Write a thank you letter that expresses your gratitude for the gift. Be sure to explain why you like it so much and what you intend to do with it.
6. Write to a friend who used to live in your neighborhood or go to your school. Tell your friend about the things that have happened or changed since you last saw each other.
7. Write a thank you letter to a potential employer, as a follow-up for a job interview. Thank the interviewer for the interview and express your interest in the position opening.
8. Write a letter of apology to someone. Explain your actions and the reason for making the apology.
9. Write a cover letter for a scholarship application. Include information about yourself, how you will use the scholarship, and your appreciation for the opportunity to apply.

10. Write a letter to a person that has made a difference in your life. Specifically state what the person did that had an impact on you and why the action has had a lasting effect.
11. Write a letter of invitation for a specific event. Include detailed information about the event—the occasion, time, place, and any other information that prospective guests need to know.
12. Write a letter of complaint to a business that has disappointed you. Explain what dissatisfied you about the product or service offered by that company and what you expect the company to do to remedy the situation.
13. Write a thank you letter to someone who has done something nice for you lately. Describe the impact the act of kindness has had on your life.
14. Write to an elected official explaining your position on a public issue. Include support for your position, and request a response.
15. Write a letter to an adult family member requesting permission for a privilege you feel you have earned. Explain your request completely, and offer support for your argument.
16. A friend that you haven't talked to recently has had a death in the family. Write a letter of condolence expressing your sympathy and support.
17. Write a letter complimenting a business or company for its outstanding services or products. Be specific about what you like, and give details on your positive experience with the company.
18. You have a new pen pal! Write a letter of introduction that tells your new friend all about yourself. Ask questions about your pen pal.