

Name \_\_\_\_\_ Hour \_\_\_\_\_

## *Letter about Bartering Bonanza to Your Teacher!*

**Directions:** Complete the following empty blanks so you can type your business letter to your teacher.

***First Paragraph:*** Tell me when Bartering Bonanza is (November 18, 2016) and how excited you are about attending your first Bartering Bonanza. (Must be at least 5 nice, complete sentences.)

***Second Paragraph:*** Tell me what your project is, your company name and who your partner is. Also, what are your goals for selling your items? (Must be at least 5 nice, complete sentences.)

***Third Paragraph (closing paragraph):*** Remind me to attend the Bartering Bonanza and to stop by your booth to purchase your item. (Must be at least 2 nice, complete sentences.)