

# Formal Email Frenzy

Career Development  
Committee



Subject: POW



Dear Members

Prepare a sample formal business email to a representative of a business with which you have to propose a collaboration. You can choose a scenario of your choice.

The sample email must be 250 to 500 words. See the submission form for examples of potential scenarios. Participating members will receive a ribbon at the State Leadership Conference.

Best Wishes  
NYS FBLA



**February 15, 2024 at 11:59 PM**



## Career Development Committee Formal Email Frenzy

Goal: To increase membership knowledge of preparing professional business correspondence.

Individual members are tasked with preparing a sample formal business email in which you will propose a collaboration with a business representative. The sample email must be 250 to 500 words and should be typed in a word document and saved as a PDF file.

Potential Scenarios:

- A collaboration between your business and another local business to advertise a product
- Your boss wants you to propose a business deal with a manufacturer asking them to mass produce a product
- You are an employer and you're asking someone for their qualifications for a job
- Request information on how a product for your company is doing on the manufacturing line

**Sample Email:**

**To:**

**From:**

**Subject Line:**

**Message:**

*The message should include the following components;*

*Greeting, Body, Closure, Signature.*

*Sincerely,*

*New York State FBLA*

Participating members will receive a ribbon at the State Leadership Conference.

The deadline for submission is February 15, 2024, 11:59 pm. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Member Name, Member Email, Chapter, Chapter Adviser Name, Chapter Adviser Email, Uploaded PDF File