

Learning Activity



Name: _____

Extras – Business Letter

Archie had a chance to talk with Kristina Savoca, who is now an adult. He asked her how she got the idea for having the ladybug be the official insect of NYS.

“I was reading *Ranger Rick* magazine. One issue had a centerfold showing all the official symbols from each state. I noticed that New York didn’t have a state insect, and I thought we should. I thought the ladybug would make a great state insect.”

When her teacher, Mr. Block, gave them an assignment to write a business letter, Kristina decided to write to then Governor Carey about her idea.

When you are trying to get help to make change, you might need to write a business letter or email. There is a format used when writing a formal letter.

1975 Pond View Lane

Albany, NY 12201

April 7, 2025

New York State Education Department

89 Washington Avenue

Albany, New York 12234

Dear Dr. Rosa;

I am writing to you to request your help in making each April 7, “Learn About Beavers” day for children across New York State. April 7 is International Beaver Day. I would like school children to be able to celebrate with me by learning more about beavers!

The beaver is the official state animal of New York State. Beavers are an important part of New York State’s history. Beavers are also helpful for the environment.

Since beavers are so important to New York State, I hope you will consider making April 7, “Learn About Beavers” day in New York Schools.

Sincerely,

Archie Beaver

Archie Beaver, Jr! Archivist



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1975 Pond View Lane	Return Address - where the letter is being mailed from.
Albany, NY 12201	
April 7, 2025	Date
New York State Education Department	Inside Address - the address of the person receiving the letter.
89 Washington Avenue	
Albany, New York 12234	
Dear Dr. Rosa;	Salutation or Greeting
I am writing to you to request your help in making each	
April 7, “Learn About Beavers” day for children across New	
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school children to be able to celebrate with me by learning	
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you will consider making April 7, “Learn About Beavers”	
day in New York Schools.	
	Closing
Sincerely,	
Archie Beaver	Signature
Archie Beaver, Jr! Archivist	