

Writing Techniques

In English Language Letters



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Introduction

Writing business letters – useful phrases: Yours faithfully or Yours sincerely?

You already know how important it is to speak good English in an international working environment. If you work for a company which does business abroad, you probably read and write a lot of English, too. Writing, just like speaking, is communication. In our letters and emails we need to express many things: authority, gratitude, dissatisfaction, etc. expressing ourselves well and with the correct level of formality is an important skill.

Do you have that skill? Ask yourself these questions:

Do you present yourself in a professional manner when you write?

What image do you give to the people who read your letters and emails?

In short, you want to give a professional image when you write to your customers and business partners. To get you started, we've prepared some lists of standard phrases. Take a look at:

1. **Opening lines**
2. **Closing lines**
3. **Dear Sir and Yours Faithfully**

Opening lines

Why do we need an opening line in a business letter or formal email?

- to make reference to previous correspondence
- to say how you found the recipient's name/address
- to say why you are writing to the recipient.

10 Good Opening Lines:

1. With reference to your letter of 8 June, I ...
2. I am writing to enquire about ...
3. After having seen your advertisement in ... , I would like ...
4. After having received your address from ... , I ...
5. I received your address from ... and would like ...
6. We/I recently wrote to you about ...
7. Thank you for your letter of 8 May.
8. Thank you for your letter regarding ...
9. Thank you for your letter/e-mail about ...
10. In reply to your letter of 8 May, ...

Closing lines

Why do we need a closing line in a business letter or email?

- to make a reference to a future event
- to repeat an apology
- to offer help

10 Good Closing Lines:

1. If you require any further information, feel free to contact me.
2. I look forward to your reply.
3. I look forward to hearing from you.
4. I look forward to seeing you.

5. Please advice as necessary.
6. We look forward to a successful working relationship in the future.
7. Should you need any further information, please do not hesitate to contact me.
8. Once again, I apologize for any inconvenience.
9. We hope that we may continue to rely on your valued custom.
10. I would appreciate your immediate attention to this matter.

When 'Yours faithfully' and when 'Yours sincerely' in a business letter?

When the recipient's name is unknown to you:

- Dear Sir ... Yours faithfully
- Dear Madam ... Yours faithfully
- Dear Sir or Madam ... Yours faithfully

When you know the recipient's name:

- Dear Mr Hanson ... Yours sincerely
- Dear Mrs Hanson ... Yours sincerely
- Dear Miss Hanson ... Yours sincerely
- Dear Ms Hanson ... Yours sincerely

When addressing a good friend or colleague:

- Dear Jack ... Best wishes/Best regards

Addressing whole departments:

- Dear Sirs ... Yours faithfully

How to Write a Letter

The art of writing a letter takes practice, knowledge about proper form and the ability to put into words the thoughts and feelings which are associated with the letter. Learning to write a letter can be difficult, as there are multiple types of letters which can be written. To avoid the time that it may take to learn to write each one of these letters, if you are able to learn to write a basic letter that will help you to create letters for a variety of occasions.

Parts of the Letter:

Your address

At the top of your letter, you will put your address, so the reader will know where to send their reply to.

Date

Put the date on which the letter was written in the format Month Day Year i.e. June, 15, 2010.

Inside Address

The inside address is only required for a business letter and will include the address of the person you are writing to along with the name of the recipient, their title and company name. If you are not sure who the letter should be addressed to either leave it blank or try to put in a title, i.e. "Director of Human Resources".

The Greeting

The greeting will address the individual that the letter is being sent to. This is usually completed in the form of "Dear Anne" or "Hey Anne", for less formal letters.

The Introductory Paragraph

The first paragraph will generally outline the purpose for the letter and the reason that the letter is being sent. This can address any issues that are outstanding and is used to set the tone for the entire rest of the letter. In this first paragraph, the summary of the letter can be found and the intentions which will be displayed through the rest of the letter should be outlined. From the first paragraph of the letter, the introductory paragraph, the individual should be able to note the tone of the letter.

The Body

The body of the letter will expand upon the introductory paragraph and the individual can extend their thoughts and feelings further when it comes to the letter. The body of the letter can be anywhere from multiple pages for personal letters, to one page or two pages for most business letters and other types of proposals.

The Closing

In the closing of the letter, the individual will close the letter and finish any thoughts that have been mentioned. The closing of the letter comes in various forms from yours truly, for those individuals that are familiar with one another, to a traditional sincerely which is a versatile closing that can be used in a variety of letters detailing many situations.

The Presentation of the Letter

The presentation of the letter can be hand-written for less formal letters that are addressed to friends and family members, especially thank-you letters. In the case that you have illegible handwriting, you may want to consider typing the letter in these cases, although proper etiquette dictates against this type of behavior.

Formal letters which are written on behalf of businesses to or professional contacts should remain typewritten and grammatical and spelling error free. These types of letters should be legible and professional and therefore typing the letter is one of the most effective ways to ensure that the letter demonstrates a professional appearance through the entire course of the letter, thereby creating a positive impression on the recipient of the letter.

As well as outward presentation, it is important to determine the tone which will be written in the letter, including a professional tone or a tone that will be taken with friends or family members in a more informal setting. The tone should be established from the greeting of the letter, into the introductory paragraph, throughout the entire body of the letter and even into the closing statement and closing greeting of the letter. Read through the letter once it has been completed to ensure that the tone remains the same. The tone can be adjusted based on the language which is used through the letter, as well as the greetings (familiar as opposed to formal).

Letter Writing Tips

- Always proofread your letter after writing it, check for sentence structure, grammar, spelling mistakes...
- Proofread your letter again (and again) after you have revised it.
- Keep the recipient in mind, and write in a way that he/she can easily understand the letter.
- Don't use abbreviated dates, i.e. use November 19, 2009, and not 11/19/09
- Be respectful when you write, even if you are writing a letter of complaint.

Business letter writing tips

- Be concise and keep to the point, but don't leave out any important information.
- Try to keep your letter short enough so that it fits on one page.
- If your letter is more than a page long, use another page, don't use the back of the page.
- If you have access to company (or personal) stationery with a letterhead on it, use that instead of regular paper.

Business and Workplace Email Etiquette

Email etiquette is often a commonly overlooked part of the business and professional world despite being an important part of conveying a professional image. Emails written to friends and family will be less formal and will not need to follow any particular guidelines or rules, but when writing to someone at a professional level the following guidelines and rules should be taken into account.

Guidelines and Rules of Email Etiquette

- Use a descriptive subject line, avoid leaving it blank or putting an irrelevant or general subject.
- Address the recipient by name to add a personal touch to your letter.
- DO NOT USE ALL CAPS!
- Avoid over using punctuation marks!!!!!!!!!!!!!!
- Avoid using abbreviations, such as IMHO (in my humble opinion) or TTYL (talk to you later), not everyone is familiar with them.
- Skip a line when starting a new paragraph, avoid using tabs to signify a new paragraph, different email programs read tabs in different ways.
- Avoid using HTML in your e-mails, not everyone can view it and it takes away from the professional image of the letter.
- If you are sending an attachment, make note of it and describe what the attachment is for in the body, some people are very wary of attachments due to the threat of computer viruses.
- Keep your emails as concise as possible without leaving out any important information.
- Keep usage of quoted text to a minimum.
- Always leave a signature line, don't assume the person already knows who you are.
- Do not keep on sending the same message to the same person over and over again, if they don't respond after a few days, send them an e-mail enquiring if they received your first email.
- Use spell check and proof read and revise your letter after it's done.

- Use threads, if you get a message from someone and you are going to respond, don't send a new message, simply hit the reply option on your email, this keeps the original subject line with "Re:" in front of it.
- If you are sending out an email to a large private list don't use CC: (carbon copy) use BCC: (blind carbon copy) to protect the addresses of the recipients.
- Remember most emails are never completely private; there is always a chance of someone else besides the intended recipient reading it, so avoid writing any personal attacks which are unprofessional to begin with.
- When reading emails treat them as if they are private messages (unless you know you are allowed to share it with others).
- When you receive a message reply to it as soon as you have time to.

Addressing an Envelope

Addressing an envelope should be fairly simple.

- In the upper-left hand corner should be your name, and underneath that should be your return address.
- In the upper-right hand corner should be the postage stamp (with the correct postage amount).
- In the middle-center should be the recipient's name and recipient's address.

Envelope Format

Your Name Return Address Line 1 Return Address Line 2	Stamp
Recipient Name Recipient Address Line 1 Recipient Address Line 2 <>	

Helpful Tips

- Print/write all the information on the envelope before stuffing and sealing it so it will be written/printed on a flat surface.
- If you are writing to a different country, make sure you put it at on the last line of your return address and the recipient's address.
- If you are writing a friendly letter with a small envelope, you can write the return address on the flap of the envelope if there is no room on the top-left hand corner.



Linking Words/Connectors

Conjunctions:

The connectors or conjunctions are words we use to join two or more phrases or two words in the same sentence. Here are the most common connectors grouped into categories

Coordinating Conjunctions	Subordinating Conjunctions
and, but, or, nor, for, yet, so	although, because, since, unless

We can consider conjunctions from three aspects.

Form

Conjunctions have three basic forms:

Single Word

for example: and, but, because, although

Compound (often ending with as or that)

for example: provided that, as long as, in order that

Correlative (surrounding an adverb or adjective)

for example: so...that

Function

Conjunctions have two basic functions or "jobs":

Coordinating conjunctions are used to join two parts of a sentence that are grammatically equal. The two parts may be single words or clauses, for example:

- Jack and Jill went up the hill.
- The water was warm, but I didn't go swimming.

Subordinating conjunctions are used to join a subordinate dependent clause to a main clause, for example:

- I went swimming although it was cold.

Position

Coordinating conjunctions always come between the words or clauses that they join.

Subordinating conjunctions usually come at the beginning of the subordinate clause.

In this lesson we will look in more detail as follows:

Coordinating Conjunctions

The short, simple conjunctions are called "coordinating conjunctions": and, but, or, nor, for, yet, so

A coordinating conjunction joins parts of a sentence (for example words or independent clauses) that are grammatically equal or similar. A coordinating conjunction shows that the elements it joins are similar in importance and structure:

Look at these examples - the two elements that the coordinating conjunction joins are shown in square brackets []:

I like [tea] and [coffee].

[Ram likes tea], but [Anthony likes coffee].

Coordinating conjunctions always come between the words or clauses that they join.

When a coordinating conjunction joins independent clauses, it is always correct to place a comma before the conjunction:

I want to work as an interpreter in the future, so I am studying Russian at university.

However, if the independent clauses are short and well-balanced, a comma is not really essential:

She is kind so she helps people.

When "and" is used with the last word of a list, a comma is optional:

He drinks beer, whisky, wine, and rum.

He drinks beer, whisky, wine and rum.

The 7 coordinating conjunctions are short, simple words. They have only two or three letters. There's an easy way to remember them - their initials spell:

F A N B O Y S

For And Nor But Or Yet So

Subordinating Conjunctions

The majority of conjunctions are "subordinating conjunctions". Common subordinating conjunctions are:

after, although, as, because, before, how, if, once, since, than, that, though, till, until, when, where, whether, while

A subordinating conjunction joins a subordinate (dependent) clause to a main (independent) clause:

Look at this example:

main or independent clause	subordinate or dependent clause	
Ram went swimming	although	it was raining.
	subordinating conjunction	

A subordinate or dependent clause "depends" on a main or independent clause. It cannot exist alone. Imagine that somebody says to you: "Hello! Although it was raining." What do you understand? Nothing! But a main or independent clause can exist alone. You will understand very well if somebody says to you: "Hello! Ram went swimming."

A subordinating conjunction always comes at the beginning of a subordinate clause. It "introduces" a subordinate clause. However, a subordinate clause can sometimes come after and sometimes before a main clause. Thus, two structures are possible:

Ram went swimming **although** it was raining.

Although it was raining, Ram went swimming.

Linking Words into groups

1. Contrasting ideas

We use these connectors to show contrast or to express that something is not logical.

although - even though - but - however - yet - nevertheless - in spite of the fact that - in spite of - despite the fact that - despite - regardless of/that - whereas

2. Adding more information to an idea (Copulative connectors)

We use these connectors to bind one idea adding further information to it.

and - as well as - and..... as well - also - moreover - besides - furthermore - even more - in addition to - additionally - apart from - more than that - not only but also - not only but... as well - both and

3. Clarifying ideas:

We use these connectors to clarify and to present different aspect of an idea.

regarding - in relation to - with (in) regard to - as for - with respect to - concerning to

4. Expressing cause of an idea:

They introduce causes to text level when a sentence serves as another cause. Some connectors are:
 since - as - because - due to the fact that - because of - due to - owing to -
 that's why - that's the reason why

5. Expressing purpose of an idea

We use these connectors to express a functional purpose, objective or purpose. In English some of them are:

so as to - in order to - for - so that - with the purpose of

6. Expressing consequences, results or conclusion of an idea

These connectors reflect the consequence of what it's been said in the text.

so - consequently - therefore - hence - thus - in conclusion - as a result

7. Disjunctives connectors:

They indicate choice, separate or distinguish two terms. In English, some of them are:

or - either ... or ... - neither ... nor ... - else - otherwise.

8. Conditionals Connectors:

Those are the ones that indicate a condition for the realization of something. Some of them are:

if - whether - unless - provided that - as long as - in case that, in case of.

9. Connectors of facts:

These adverbs (not conjunctions) indicate a reality of something. Some of them are:

in fact - actually - as a matter of fact - in reality - indeed

10. Comparatives Connectors:

They are used when one or more sentences express degrees of comparison by similarity or difference. Examples:

As - as ... as ... - not as ... as ... - as if - as though.

11. Connectors with wh-words:

They are used places, time, actions, manners to an idea. Examples: Dan left college in Portland, Oregon where he grew up and studied. He had a rock band when he was in college.

where - when - what - how - why- that

12. Time Connectors:

They are used to indicate that some idea occur in a specific time. Examples: She does some freelance writing for magazine **while** her children are in school.

while - in the meantime - meanwhile - during

Business Letter Writing

Purpose of a Business Letter

A business letter (or formal letter) is a formal way of communicating between two or more parties. There are many different uses and business letters. Business letters can be informational, persuasive, motivational, or promotional. Business letters should be typed and printed out on standard 8.5" x 11" white paper.

Elements of a Good Letter

The most important element of writing a good letter is your ability to identify and write to your audience. If you are addressing your letter to the department of human resources, avoid using highly technical terms that only engineers would understand, even if your letter is addressed to an engineering company, chances are that the personnel in human resources does not have an engineering background.

The next element is that you make sure you present your objective in a clear and concise manner. Don't be vague about your objective, most people will not have the patience to sit there and guess at the meaning of your letter or the time to read a long-winded letter, just get to the point without going into unnecessary details.

Another important element to remember is to remain professional. Even if you are writing a complaint letter, remain polite and courteous, simply state the problem(s) along with any other relevant information and be sure to avoid threats and slander.

Business Email Writing

The following are some tips to help you when you are writing business letters through email.

- A heading is not necessary in an email (your return address, their address, and the date).
- Use a descriptive subject line.
- Avoid using an inappropriate or silly email, register a professional sounding address if you don't have one.
- Use simple formatting, keep everything flush with the left margin; avoid special formatting and tabs.
- Keep your letter formal, just because it's an email instead of a hard copy is no excuse for informality (don't forget to use spell check and proper grammar).
- Try to keep your letter less than 80 characters wide, some email readers will create line breaks on anything longer and ruin the formatting.
- If possible avoid attachments unless the recipient has requested or is expecting an attachment. If it is a text document, simply cut and paste the text below your letter and strip off any special formatting.
- If the persons name is unknown, address the person's title i.e. Dear Director of Human Resources.

Business Letter Format

Block Format: Business Letter

Return Address Line 1 1

Return Address Line 2

Date (Month Day, Year) 2

Mr./Mrs./Ms./Dr. Full name of recipient. 3

Title/Position of Recipient.

Company Name

Address Line 1

Address Line 2
Dear Ms./Mrs./Mr. Last Name: 4
Subject: Title of Subject 5
Body Paragraph 1
Body Paragraph 2
Body Paragraph 3
Closing (Sincerely...), 7
Signature 8
Your Name (Printed) 9
Your Title
Enclosures (2) 10
Typist Initials. 11

The block format is the simplest format; all of the writing is flush against the left margin.

Your Address 1

The return address of the sender of the letter so the recipient can easily find out where to send a reply to. Skip a line between your address and the date. (Not needed if the letter is printed on paper with the company letterhead already on it.)

Date 2

Put the date on which the letter was written in the format Month Day Year i.e. August 30, 2003. Skip a line between the date and the inside address (some people skip 3 or 4 lines after the date).

Inside Address 3

The address of the person you are writing to along with the name of the recipient, their title and company name, if you are not sure who the letter should be addressed to either leave it blank, but try to put in a title, i.e. "Director of Human Resources". Skip a line between the date and the salutation.

Salutation 4

Dear Ms./Mrs./Mr. Last Name:, Dear Director of Department Name: or To Whom It May Concern: if recipient's name is unknown. Note that there is a colon after the salutation. Skip a line between the salutation and the subject line or body.

Subject Line (optional) 5

Makes it easier for the recipient to find out what the letter is about. Skip a line between the subject line and the body.

Body 6

The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip a line between the end of the body and the closing.

Closing 7

Let's the reader know that you are finished with your letter; usually ends with Sincerely, Sincerely yours, Thank you, and so on. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized. Skip 3-4 lines between the closing and the printed name, so that there is room for the signature.

Signature 8

Your signature will go in this section, usually signed in black or blue ink with a pen.

Printed Name 9

The printed version of your name, and if desired you can put your title or position on the line underneath it. Skip a line between the printed name and the enclosure.

Enclosure 10

If letter contains other document other than the letter itself your letter will include the word "Enclosure." If there is more than one you would type, "Enclosures (#)" with the # being the number of other documents enclosed that doesn't include the letter itself.

Reference Initials 11

If someone other than yourself typed the letter you will include your initials in capital letters followed by the typist's initials in lower case in the following format; AG/gs or AG:gs.

Sample Business Letter

3519 Front Street
Mount Celebres, CA 65286

October 5, 2004

Ms. Betty Johnson
Accounts Payable
The Cooking Store
765 Berliner Plaza
Industrial Point, CA 68534

Dear Ms Johnson:

It has come to my attention that your company, The Cooking Store has been late with paying their invoices for the past three months.

In order to encourage our customers to pay for their invoices before the due date, we have implemented a discount model where we'll give you 2% off your invoice if you pay us within 10 days of receiving the invoice.

I hope that everything is going well for you and your company. You are one of our biggest customers, and we appreciate your business. If you have any questions, you can feel free to contact me at (555) 555-5555.

Sincerely,

Signature

Bob Powers
Accounts Receivable

Writing a Resignation Letter

Before sitting down and writing a resignation letter, you should be almost 100% certain that you want to leave your current job, if not many complications can arise.

The resignation letter should be written in the [business letter format](#) and be directed towards your supervisor or manager.

At a minimum the letter should state that you are leaving, when you are leaving, and thank them for the time that they have employed you. It is common courtesy to give at least two weeks notice before you leave your job, but sometimes you'll have no control over it.

It is important that you keep your letter positive, you want to maintain a good relationship with your employer and co-workers, and they can be potential future references or business associates. If you feel like your reason for leaving is honorable, you can include the reason for leaving in your letter, but

if you think your reason for leaving may rub your employer the wrong way, there is no need to put the reason in your letter.

Resignation Letter Writing

The first paragraph of your letter should state that you are leaving and when you are leaving.

The second paragraph should explain your reason for leaving the company. (This paragraph is optional.)

In the third paragraph you can offer to make your resignation go smoothly for the company. For example, you can offer to help train a replacement with the time you still have left. (This paragraph is also optional.)

The last paragraph should thank the employer for the opportunity to work for, wish them well and/or express interest in maintaining your professional relationship.

Sample Resignation Letter

483 Spring Road
Ft. Beliner, VA 58265

October 21, 2004

Mr. Jack Wilkins
Head of Inventory Control
Widgets Unlimited, Inc.

16 Ferris Blvd.
Clinton, VA 58763

Dear Mr. Jenkins:

I am formally notifying you that I'll be tendering my resignation from Widgets Unlimited, Inc. My last day will be on November 12, 2004

I never imagined that I would have to leave Widgets Unlimited, but due to the relocation of my wife's work to New York, I have made the decision with my wife to move up to New York as a family.

If there is anything that I can do to make this transition easier for the company, let me know and I'd be more than willing to help out.

I have truly enjoyed my work here and I would like to thank you for the opportunity that you have given me to work here at Widgets Unlimited.

Sincerely,

Signature

Scott Nelson
Inventory Specialist

Cover Letter Writing

What is a cover letter?

A cover letter is a brief one page letter sent along with the resume to potential employers. The purpose of the cover letter is to present yourself to potential employers and to let them know what position you are interested in and why you'd be a good fit for their company.

Cover Letter Format

The cover letter format should be almost identical to the regular [business letter format](#).

Cover Letter Writing

Generally the cover letter will consist of three paragraphs. The first paragraph is an introductory one which introduces yourself. You want to include information on the position you are looking for and how you heard about and why you are interested in the position and/or company.

The second paragraph should provide information on your skill, strengths, education, qualifications and/or experience. This paragraph should be concise and give specific examples of why you are the ideal candidate and not simply restate your resume.

The final paragraph should close up the letter by requesting an interview and possibly suggestion times that are convenient for you or stating that you can come in at a time that's convenient for the employer. Also you should let the recipient know what the best way and/or time to contact you is (you should let them know both your contact email and phone number so that they can contact you in their preferred method). Or you can let them that you'll follow up on this letter with a phone call in several days. You should thank them for their time to close up the letter.

Each cover letter that you send out should be unique and tailored to the specific company and position you are applying to. Using one cookie cutter cover letter will lessen your chances for landing an interview. Also be sure to check for grammar and spelling and keep the letter to one page in length.

Sample Cover Letter

527 West Ave.
Elmswood, CT 23865

October 28, 2004

Mr. Michael Black
Directory of Human Resources
Global Answers
6542 Sioux Falls, NY

Dear Mr. Black:

It is with great interest that I am applying for the position of chief accountant. When I read the job description in your ad on the [New York Times](#) on August 12th, I felt that it was an ideal match with my career aspirations. I have always wanted to work for a Fortune 500 company such as Global Answers.

I believe that I am the ideal candidate for the position due to my extensive experience as an auditor for KPMG. At my current position at KPMG, I perform all of the same tasks that are described in your ad for the chief accountant position. In addition to that I have a reputation for being a hard worker who makes sure the job is done right the first time. My reports are always completed well ahead of the deadline.

Feel free to contact me and setup an interview at your earliest convenience. You can reach me by way of e-mail at KenJacobs@nadate.com or by way of phone at (555) 555-5555. I look forward to discussing with you my future with Global Answers. Thanks for your time and consideration.

Sincerely,

Signature

Ken Jacobs

Enclosure: resume

Writing a Complaint Letter

The complaint letter should be written in the [business letter format](#). When writing a complaint letter you want to keep it short and to the point to help ensure that your letter will be read in its entirety, if you write a seven page complaint letter, it's highly unlikely that someone will sit down and read all seven pages.

The complaint letter should be addressed to the customer service/consumer affairs department or the head office if there is no customer service department. The address and contact information of the customer service department should be available on the company's products or website.

Complaint Letter Writing

In the first paragraph you should identify what the issue is and any relevant information that you believe is important. Be sure to include the following information if it's applicable to the situation: the date/time of the issue, location, name of person on duty, name of product, what the problem was, your account number, model number, price, warranty information and reference number. Be sure to stick with the facts and avoid putting emotions into your letter.

The next paragraph should state what you would like done to resolve the situation. If you received poor service, you could request an apology or a coupon. If a product malfunctioned, you could request that you could exchange the product for a new one or request a refund.

The last paragraph should thank the reader for the time. You can also throw in some compliments about something you liked about their company's product or service.

You should include your telephone number/e-mail address after your printed name so that they can contact you ASAP if necessary.

Be sure to keep a copy of the letter for yourself and include photocopies of any relevant documents and enclose them with your letter.

Sample Complaint Letter

65 Market Street
Val Haven, CT 95135

June 30, 2004

Customer Service
Cool Sports, LLC
8423 Green Terrace Road
Asterville, WA 65435

Dear Sir or Madam:

I have recently ordered a new pair of soccer cleats (item #6542951) from your website on June 21. I received the order on June 26. Unfortunately, when I opened it I saw that the cleats were used. The cleats had dirt all over it and there was a small tear in front of the part where the left toe would go. My order number is

AF26168156.

To resolve the problem, I would like you to credit my account for the amount charged for my cleats, I have already went out and bought a new pair of cleats at my local sporting goods store so sending another would result in me having two pairs of the same cleats.

Than you for taking the time to read this letter. I have been a satisfied customer of your company for many years and this is the first time I have encountered a problem. If you need to contact me, you can reach me at (555) 555-5555.

Sincerely,

Signature

Ken Thomas

Job Interview Thank You Letters

You should write a thank you letter as soon as possible (within 24 hours is recommended) after the job interview, at a minimum this should be done through email but is recommended that you do this through a hard-copy of a letter printed out of your computer which can be sent in through the postal mail or faxed in. Hand written notes on thank you cards are also acceptable and good for short thank you notes.

A hard-copy thank you letter should be written in the [business letter format](#), while an email should be sent in the same format but without the heading (your return address, their address, and the date).

Thank you letter writing

The first paragraph should consist of thanking the interviewer for the interviewing you (remind him/her about the position you interviewed for and the date of your interview). You can also include information about your impressions about the company.

The second paragraph should state your interests in the company and include any additional information about yourself that was not brought up in the interview which would make you a good candidate for the position. You can also emphasize your qualifications that were already discussed during the interview (don't make this paragraph too long, try to keep it between 3-5 sentences, pick the traits that you think were most important to the interviewer and emphasize them).

The last paragraph should let the recruiter know that you expect to hear from them soon. Also let them know that you are available to come in again and are willing to discuss the job further. Write down your contact information again and what the best method and/or time to contact you is. To finish up the letter, thank them again for the interview.

Notes/Tips

- A thank you letter shows that you have good business etiquette, your interest in the company and the position, and reiterates your positive qualifications to the interviewer so it should not be put off.
- If there was more than one interviewer; write individual thank you letters to each of the interviewers (make sure each letter is unique). If it was a panel of interviewers interviewing you at the same time, you can send out one letter and address it to the head interviewer and the interview panel and thank them as one group.
- If you forget the spelling or the names of the interviewers, simply call the company and request the proper spelling and title.
- Keep the thank you letter brief; make sure the letter does not go past one page in length.
- Check for proper grammar usage and spelling.

Sample Interview Thank You Letter

215 Casandle Drive
Middle Brook, FL 32634

December 15, 2004

Mr. Nigel Adams
Director of Human Resources
Nagata Resorts
6528 Castle Point Street
South Port, FL 38625

Dear Mr. Adams:

I would like to thank you for taking the time to interview me for the position of hotel manager on December 14. I was very impressed with the amount of vacationers that you stay at Nagata Resorts every year.

I appreciate the time that you spent discussing the responsibilities of the position. I believe that my credentials make me an ideal candidate for the position. As I mentioned in my interview with you, I already have 7 years experience as a hotel manager. I am very organized and have a high attention to detail. I also believe that the customer is the most important asset, so I always treat them with the utmost respect.

I look forward to hearing your decision about the position. You can contact me at (555) 555-5555, if you have any further questions, I'd be more than willing to come in and discuss them with you. Thanks again for the opportunity to interview with Nagata Resorts.

Sincerely,

Signature

Chad Ulster

Writing an Apology Letter

An apology letter shows that you are sorry and says that you value your relationship with the other party. The sooner an apology letter is written and sent out the better it is for the relationship. Depending on the nature of the letter, it can either be written in the [friendly](#) or the [business](#) letter format.

Friendly/Personal Apology Letter

If this is a personal letter you should start the letter by saying that you are sorry to the recipient. Next you should admit your fault and take responsibility for your actions. Next you should volunteer or ask if there is any way that you can help out to resolve the situation. Then you should let the recipient that you will try to make sure that the situation will not happen again. To close off the letter you should apologize again. When writing a personal apology letter it should come from the heart and be sincere.

Formal/Business Apology Letter

If this is a business letter you should start the letter by saying that you are sorry to the recipient. Next you should give an explanation as to what went wrong. Then you should try to rectify the problem. To close off the letter you should apologize again.

Sample Apology Letter (Business)

5868 Maple Wood Street
Fairfield, PA 37626

November 29, 2004

Mr. Joseph Bicman
358 Noncook Road
John's Town, PA 57323

Dear Mr. Bicman:

I apologize for the mix-up of order #: 26429782. We have just implemented a new packaging system that still has a few bugs to be worked out, but we did fix your order and sent it out this morning. For your trouble, we have enclosed a \$25 gift certificate which can be used at any of our stores. Once again I would like to apologize for the mix-up in your order and any inconveniences this may have caused you.

Sincerely,

Signature

Scott Mahoney
Customer Service Manager

Requesting a Letter of Recommendation

Getting a good recommendation letter can significantly help you out in your application process so it is important to ask someone who you are in good terms with for a letter. It is also important to ask someone that knows you well for a recommendation and ask them for it in person. If you are seeking a letter for college or graduate schools, then it is recommended that you request letters from your teachers/professors. If you are seeking a letter for a job, business or professional school then it would be ideal if you got one from your current company. If you have not been at your current company long or if you are not currently employed then asking a previous employer is recommended. If that is not possible seek recommendations from respected professionals that you may know, such as doctors, lawyers, politicians, ministers and so on.

Ask for the letters early on, don't wait until the day before the letter is supposed to be sent in to request the letters of recommendation. Instead ask ahead of time. If you are going to apply to school ask your professor at least a month ahead of time. If you are seeking a professional letter, ask for a letter of recommendation whenever you leave a job.

Assist the writer with as much material as necessary, providing the writer with your resume and a list of achievements will make it easier on the writer. You may also want to give him/her any information that will help with the letter including your plans for the future, your strengths, experiences and other qualities you want to be presented in the letter. Be honest about the information you give, if you embellish it'll catch up with you later.

You should provide the writer with a stamped and addressed envelope. Also if there is a guideline that needs to be followed or any other material that needs to be filled out, you should provide that to him/her.

After the letter is sent out, you should send a thank you note to the writer. You can also thank them in person or over the phone as well.

Writing a Letter of Recommendation

If you are requested to write a letter of recommendation but think that he/she is a poor employee/student or if you don't know him/her very well it is best if you decline. If you feel that you know the employee/student well it is a good idea to ask for additional information and/or conduct a short interview with him/her so that you'll have solid information to write in your letter.

Follow the business letter format with the exception of the inside address which you can leave out if it is unknown. Unless the name of the person is given to you, you should address the "To Whom It May Concern:" Also be sure to include your phone number and/or e-mail so the reader can contact you with any questions.

Letter of Recommendation Writing

The first paragraph should start out by stating your relationship to the applicant and how long you have known him/her. You should also state your professional position at the company/school and any additional information about yourself that will help build your credibility as a good reference.

The second paragraph should focus on building the applicant. It should give an overview of the candidate and his/her strengths and qualities.

The next 2 to 3 paragraphs should focus on a single quality followed by an example(s) of how they show that quality.

The closing paragraph should reiterate that the applicant would be a good employee/student and add any additional comments that you may want to bring up. You can also write about why you think the employee/student will be a good fit with the company, school, and/or position. Also let the reader know that he/she can contact you if they have any additional questions.

Sample Letter of Recommendation

562 Banquest Street
Fair Valley, AL 81356

September 28, 2004

To Whom It May Concern:

It is with great pleasure that I am recommending Rose Berdinger to you. I am the Head Sales Manager at Vacuums Plus and Rose has been under my supervision from November of 2000 to August of 2004 as a saleswoman.

Rose would be a great asset to any company. She is one of the brightest employees that I have ever had. She also has a great drive and passion for her work.

Rose is such a quick learner. Within her first two weeks at Vacuums Plus she had learned all the product names, their features, and how they work. It normally takes a new employee at least two months to get familiar with all the products that we sell.

Rose's drive has led her to great success at Vacuums Plus. She has had the honor of receiving the "Top Sales Person of the Month Award" ten times in her last year at Vacuums Plus, which is a feat that no employee has ever achieved here before.

I believe that Rose Berdinger will be an excellent fit for your company. Rose has been nothing short of an exemplary employee. If you have any further questions, feel free to contact me at (555) 555-555 and I'll be happy to answer any questions you have.

Sincerely,

Signature

Peter Ziggad
Head Sales Manager

Writing a Letter of Interest

The letter of interest is also called a “prospecting letter” and with good reason. It’s a type of cover letter you write when you’re searching for a golden job opportunity. The letter of interest is your first chance to make a good impression on a prospective employer.

Letters of interest are written to express your interest in working for a particular company in a specific field. Your letter may be written either in response to a job opening or just to investigate possible employment.

Human resource departments receive dozens of letters of interest each week. However, make your letter stand out from the crowd using the following tips:

1. Before you write, do your homework. Research the background of the company and familiarize yourself with their products and/or services.
2. Be sure to find out the name of the individual who does the hiring. Address your letter to his/her attention and use her/his name in the salutation. “To Whom It May Concern” and “Dear Sir or Madam” are both outdated and considered to be lazy or even rude.
3. Start your introductory paragraph with the reason you are interested in pursuing employment with this company. Try not to start the first sentence with “I”. (See sample letter of interest.) Also, explain what prompted your inquiry, such as a classified advertisement, a media article or interview, or a referral from an employee.
4. In the next paragraph(s), give specific examples of your qualifications. Don’t hesitate to indicate the reasons why you would be an asset to the company. Illustrate your skills, strengths, and achievements in a professional, yet personable way. Stay away from strings of abbreviated credentials. These, if you have them, should be on the resume you’ll enclose with the letter. Direct the reader to your resume and any other enclosures.
5. In your final paragraph, thank the individual for his/her time in considering you as a new employee. Indicate a precise time when you will contact him/her by phone to follow up on your letter. Also, be sure to let the individual know how to contact you.

Like any business letter, use 8.5” x 11” paper and follow a business letter format. Keep your letter short, no more than a single page. Remember to check it thoroughly for errors in spelling, grammar and to be sure it addresses each point you wanted to make.

Sample Letter of Interest

421 Liberty St.
Kenyon, MN 55021

June 7, 2007

DTI
111 Riverfront Ste 325
PO Box - Box 157
Wabasha, MN 55946

Attention: Jen Carlson

Dear Ms. Carlson:

Your recent advertisement in the Herald made it clear that customer satisfaction is an integral part of DTI. In

addition, my close friend, Paula Chavez who is in your employ, suggested that my special talents might benefit your customer service department.

Part of my success is because I place a high value on personal integrity and represent both my employer and myself in an ethical and respectable manner. Added to my diligence in paying close attention to detail, as a representative of your company I would bring focus not only to the value of your services, but also to quality customer service and the ease of doing business with DTI. Furthermore, I am a hard, smart-working, self-starter who works equally well in a team environment or individually.

I will call you on June 15 to answer any questions about this letter or my resume in the hope of scheduling an interview. If you prefer, please contact me by phone (555) 454-1307 or e-mail, ljones@nowhere.com.

Thank you for your time in considering my qualifications.

Sincerely,

Signature

Linda Jones

Writing a Letter of Appeal

In cases where unfair treatment was committed, a letter of appeal can help to rectify the situation. An appeal letter allows you to state your side of the story using facts to support your cause to convince the reader(s) to reconsider your case. The letter should be written in the business letter format.

Appeal Letter Writing

The first paragraph should introduce yourself and explain why you are writing the letter. Although it may be difficult, be sure to keep your tone and emotions in check so that you can show that you can present an objective viewpoint. Keep the first paragraph as concise and clear as possible so that the reader can immediately understand its urgency.

The next paragraph(s) should narrate the account of what happened, and why your appeal should be granted. Include all the necessary facts in order to legitimize your case. You can start by referring to your handbook or guidelines as member of that particular group or institution. Also, provide specific times and date when particular events occurred. To make your letter more reader-friendly, use bullet-points every time you need to enumerate. After doing this, refer to testimonials from people related to your work, transcript of records, and medical certificate, if necessary. Be certain to cover all the bases necessary to

The last part should summarize everything you have stated above. Repeat the necessary points that need to be elucidated. Also include the contact details and where you can be reached. Close out the letter by thanking the reader for their time.

Sample Letter of Appeal

4682 Farrow Parkway
Chicago, IL 60621

June 20, 2007

Jack Copeland
Dean, Academic Division
Chicago College University
1323 E. 84th St., 5th floor
Chicago, IL 60621

Dear Mr. Copeland;

I am a senior Philosophy major who took PH401 Advanced Metaphysics class under Prof. Vanleer, and I am writing to you to appeal a retake for the final comprehensive oral exam that was given on June 18, 2007.

I feel that Mr. Vanleer did not give my situation the proper respect and understanding that it truly deserved. On June 8, 2007 at 10:37 A.M., I was struck by a sedan going 65 mph on my way to the university. I survived the accident but fractured the bones in my legs and hips. I have enclosed the medical documents detailing my stay at St. Francis Hospital along with this letter.

Because of this setback, I had to reschedule all my exams for the following week (June 18-22, 2007) and move to the week after that (June 25-29) to allow for me to recover. I had my classmate Tom Saunders send the necessary letters to all of my professors requesting to postpone the date of my final exams by a week. All of them agreed except for Prof. Vanleer, who did not send any reply at all. The doctors said that it would take me at least two weeks to properly recover, and even if I did prepare for my exams for Prof. Vanleer, I would not be able to produce the expected output considering my debilitated condition.

I feel that the situation is not warranted because I never got a grade lower than a B or (80-85) on his exams. Therefore, the risk of me failing the course and being prevented from graduating because of not being able to take his final exams due to an unavoidable circumstance is unacceptable. The handbook states in Article III, Section II that "Students who have medical emergencies prior to a particular exam will be given the option to reschedule that exam."

The medical situation which prevented me from taking the final at the scheduled time was beyond my control. I would ask you to grant me another opportunity to take the final exam. I look forward to meeting with you to discuss this matter. Feel free to call me with any questions at 555-555-5555. I appreciate the time that you have taken to read my appeal.

Sincerely,

Signature

Jordan Summer

Enclosure

Writing an Invitation Letter

An invitation letter serves the purpose of inviting a guest to a party, an event or a celebration while conveying more information than a traditional invitations card. It serves two purposes; one, to invite the individual to the event and two, to ensure that the person receiving the letter is going to attend.

There are two tenses used within the invitation letter, the present and the future. The present tense conveys information about the event and the future tense ensures the guest is going to attend.

Business Invitation Letter

An invitation letter is a formal way to invite peers and clients to events which are being hosted by the company and are one of the most popular ways of inviting guests to functions. The professional invitation should be written in a formal tone, even when being sent to friends and family members, if the letter is also being sent to professional contacts.

The introduction allows the host and sender to introduce themselves, as well as the organization in which they have chosen to represent. A simple background of the individual or company will suffice in this section of the letter.

Next, in the body of the letter it is important to outline all of the information about the event. The date and time should be included as well as the theme and purpose for the event. At this point, a date should be mentioned in which guests should provide their reply by, and it may also contain any information regarding special roles played at the event, attire and items required for the guest to bring.

Be sure to mention any specifications about dress code in the invitation letter.

Next, in one sentence, the appreciation for the guest to attend the party should be shown. This can be completed with a formal note, stating that you look forward to seeing the individual at the event. Remember, this needs to keep in tone with the rest of the letter.

The conclusion should contain the sign off and a line that ties the complete letter together, drawing the end of the invitation, with a salutation and a signature.

Friendly Invitation Letter

A friendly invitation letter is similar to a business letter but contains less formal speech and can make nuances with memories that may be shared with the guests whom are being invited to the occasion.

Friendly invitation letters are used for a variety of reasons from engagement parties and showers to wedding invitations. They can also be used for personal parties and showers as well as housewarming get together. Personal invitation letters should be signed with a less formal sign off, such as; yours sincerely, best, or sincerely.

Invitation letters are used as an alternative to traditional invitations. They allow the host to convey different messages through the tone of the letter. Invitation letters allow the host to convey additional information that what is traditionally shared in an invitation card. Memories can be shared with close friends and family members that bring about memories of past events.

When sending an invitation letter, be sure to edit it completely, ensuring there are no punctuation, grammatical or spelling errors before the letter is sent to potential guests. Using these techniques, you should be able to create personal and professional invitation letters with ease.

Sample Invitation Letter (Business)

Lockwood Middle School
307 Main Street
Lockwood, NJ 51686

December 17, 2008

Mrs. Jody Coling
President
Lockwood Health Association
23 Main Street
Lockwood, NJ

Dear Mrs. Coling:

My name is Susan Harris and I am writing on behalf of the students at Lockwood Middle School. We would like to invite you to attend a special event being held at our school in a week's time.

A significant amount of the students at the school have been working on a project which relates to the unemployment problem within the youth demographic of Lockwood. You are invited to attend a presentation that will be held within the media room of the school where a variety of proposals that will demonstrate the ability of the community to develop employment opportunities for the youth within the community.

At the presentation, there will be several students receiving awards which will recognize them within the community from the Mayor. Refreshments will also be available at the presentation.

As one of the prominent figures in the community, we would be honored by your attendance. Please reply by Monday the 26th of February to confirm your attendance to the function.

We look forward to seeing you there,

Sincerely,

Signature

Ms. Susan Harris

Friendly Letters

Friendly Letter Writing

Purpose of a Friendly Letter

A friendly letter (or informal letter) is a way of communicating between two people (sometimes more) who are usually well acquainted. There are many uses and reasons for writing a friendly letter, but usually friendly letters will consist of topics on a personal level. Friendly letters can either be printed or hand-written.

Friendly Letter Writing

The friendly letter is typically less formal than that of a business letter. Usually the first paragraph of the body will consist of an introduction which will give the recipient an idea about you're writing to them with a short summary of the main topic of your letter. If you don't know the person you are writing to, you may want to introduce yourself in this introductory paragraph as well.

The next few paragraphs will usually consist of the message you want to get across along with any details you may want to convey.

The last paragraph will usually be the conclusion where you wrap everything up. You can sum up your main idea in this paragraph, thank the recipient for their time, wish the recipient well, and/or ask any questions.

Since friendly letters are less formal, you can feel free to write it however you like, but the above format is fairly common.

Friendly Letter Format

	Return Address Line 1 1
	Return Address Line 2
	Date (Month Day, Year) 2
Dear Name of Recipient, 3	
Body Paragraph 1	
.	
Body Paragraph 2	
.	
Body Paragraph 3	
. 4	

Closing (Sincerely...), **5**
Signature **6**

P.S. **7**

In the friendly letter format, your address, date, the closing, signature, and printed name are all indented to the right half of the page (how far you indent in is up to you as long as the heading and closing is lined up, use your own discretion and make sure it looks presentable). Also the first line of each paragraph is indented.

Your Address 1

All that is needed is your street address on the first line and the city, state and zip on the second line. (Not needed if the letter is printed on paper with a letterhead already on it.)

Date 2

Put the date on which the letter was written in the format Month Day Year i.e. August 30, 2003. Skip a line between the date and the salutation.

Salutation 3

Usually starts out with Dear so and so, or Hi so and so. Note: There is a comma after the end of the salutation (you can use an exclamation point also if there is a need for some emphasis).

Body 4

The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip 2 lines between the end of the body and the closing.

Closing 5

Let's the reader know that you are finished with your letter; usually ends with Sincerely, Sincerely yours, Thank you, and so on. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized.

Signature 6

Your signature will go in this section, usually signed in black or blue ink with a pen. Skip a line after your signature and the P.S.

P.S. 7

If you want to add anything additional to the letter you write a P.S. (post script) and the message after that. You can also add a P.P.S after that and a P.P.P.S. after that and so on.

Sample Friendly Letter

506 Country Lane
North Baysville, CA 53286
July 16, 2007

Dear Susan,

It feels like such a long time since the last time I saw you. I know it's only been several weeks since I saw you. So far my summer has been great!

I spend my all my weekends at the beach. I am getting a nice tan and you can no longer say I am paler than you. I have been playing lots of volleyball, surfing and building a nice collection of sea shells. Just this past weekend I took second place in a sandcastle building contest!

On the weekdays I work. I drive an ice cream truck around and sell ice cream to the kids. It is so cool. It is a combination of the two things I love most, ice cream and kids. The pay isn't too great but I love the job so much.

I hope the summer's been going well for you too. There's only a month and a half left in summer vacation and after that it's back to school. Would you like to meet up some time to before school starts?

Your friend,
Signature

P.S. John Austin says hi.

Writing Thank You Notes

There are many reasons for writing a thank you note. Thank you notes may be written after receiving a gift, help from a friend, for attendance at an important event, or for any other occasion where you feel it is necessary. A simple thank you note shows your appreciation, it will make the person you are thanking feel better, improve your image as a grateful person, and/or increase the likelihood the person you are thanking will help out again.

Thank You Note Writing

Thank you notes can be written on just about anything but writing it on something nicer than just plain white paper or through email will add to the value and presentation of your note. A thank you note that is hand written on a card will look more personalized and sincere than a note printed off the computer. Notes can either be mailed or given in person but the sooner it is done the better, usually within two weeks is a good time frame to use. Thank you notes are usually simple but thoughtful messages thank you write to express your gratitude. The following is a guideline that you can use when writing your thank you note.

Greetings

To start out the note, you should greet the recipient, i.e. "Hi Aunt Kelly!"

Thank them

You should mention the gift/service and express your appreciation for it, e.g. "Thanks for the new bike you bought me for my birthday, it's just what I wanted."

Mention something you liked.

Mention a specific detail about gift/service, e.g. "The color red fits the bike well! It is my favorite color."

Update them

Update the recipient on your life pertaining to the gift/service, e.g. "I plan on riding the bike around my neighborhood everyday right after school."

Add a personal note

Add a personal note to the recipient, it doesn't have to be very long or detailed, e.g. "I look forward to seeing you soon!"

Thank them again!

You can never say thank you too much, and since this is a thank you note it is a very appropriate place to do it, e.g. "Thanks again for the bike."

Closing

End the letter with a simple closing followed by your signature on the next line, e.g. "Love, (Line Break) Your Signature"

Notes & Tips

If you received money, don't mention the amount, you may want to write something along the lines of, "Thank you for your generosity, it is greatly appreciated."

Thank You Note Sample

Hi Aunt Kelly!

Thanks for the new bike you bought me for my birthday; it's just what I wanted. The color red fits the bike well! It is my favorite color. I plan on riding the bike around my neighborhood everyday right after school. I look forward to seeing you soon! Thanks again for the bike.

Love,
Signature

Writing an Apology Letter

An apology letter shows that you are sorry and says that you value your relationship with the other party. The sooner an apology letter is written and sent out the better it is for the relationship. Depending on the nature of the letter, it can either be written in the friendly or the business letter format.

Friendly/Personal Apology Letter

If this is a personal letter you should start the letter by saying that you are sorry to the recipient. Next you should admit your fault and take responsibility for your actions. Next you should volunteer or ask if there is any way that you can help out to resolve the situation. Then you should let the recipient that you will try to make sure that the situation will not happen again. To close off the letter you should apologize again. When writing a personal apology letter it should come from the heart and be sincere.

Formal/Business Apology Letter

If this is a business letter you should start the letter by saying that you are sorry to the recipient. Next you should give an explanation as to what went wrong. Then you should try to rectify the problem. To close off the letter you should apologize again.

Sample Apology Letter (Personal)

68 Pine Zaggat Lane
Hamperville, NE 25385
January 5, 2005

Dear Jolene,

I am sorry about forgetting about our lunch date. It was completely my fault; I was so busy at work that it must have slipped my mind. How about I treat you to lunch next Wednesday, at the new Italian restaurant Julie's at 12:30PM? I have marked this date in my planner so I will not forget about it. I'd just like to apologize again for missing the lunch date.

Your Friend,
Signature

Writing Love Letters

A love letter is one of the few letters that should be written out on paper rather than typed. It shows that you care enough to take the time to write it out by hand and adds a personal touch to it. A love letter is an expression of one's feeling to another in written form.

Love Letter Writing Tips

- Put a picture of your significant other in front of you to help inspire you while writing.
- Put on some light romantic music, or read some romantic literature to get you in the mood and give you some ideas on what to write about.
- Write a rough draft first and then put it onto a final copy. A grammatically incorrect or misspelled letter can interfere with the message the letter is trying to convey. Also the presentation of the letter is just as important as the content.
- Write your final draft on nice stationary.
- Write from your heart; be sincere about what you say.
- You should open up a letter with "Dear" if you are early on in the relationship, but if you are at a deeper stage, "My Beloved", or "To My One and Only" may be more appropriate.
- Don't close your letter with "Sincerely", use, "With warmest regards" (if you are at an early stage of your relationship), "Love", "Yours always", "Your beloved" (if you are at a later stage of your relationship) or something else along those lines.
- Wait at least a day before sending out the letter, just in case you wrote something that you may regret later.
- Put a small dab of cologne or perfume on your letter before you seal it up and sending it out.
- Usually people only put a date on for the heading of the love letter.

Writing the Love Letter

The following is a simple guideline that will help you write your love letter.

To start out with, write the first paragraph about how your lover makes you feel. In the next few paragraph right about qualities and characteristics which you find appealing about him/her and back them up with specific examples. To close out the letter talk about memories of past experiences that you shared with your partner and talk about your hopes for the future.

Love Letter Sample

December 12, 2004

To My Beloved Caitlyn,

You are always on my mind, I can't stop thinking about you. The first thoughts when I wake, and the last thoughts before I go to sleep are of you. I am such a lucky guy to have found such a wonderful woman. I miss you so much, it has been too long since the last time I saw you.

Your smile is so beautiful and magical. Every time that I think of your smile it lights me up inside. Even when I am having a really bad day, seeing you smile makes me want to smile too and it makes me forget about the previous events of the day.

Caitlyn, you must be the most caring person on earth. You seem to have an unlimited amount of patience and kindness. Every time I make a mistake you are right there to support me. The time that you drove 300 miles just to take care of my sick mother when I was away is just one example of your big heart.

I have had such a great time with you no matter what we are doing. As long as you are around, even doing the most mundane activity is fun. I hope that we'll see each other everyday when I come back; I want to spend as much time with you as possible. I miss you so much.

Love always,
Signature

Writing a Condolence Letter

Writing a letter of condolence is one of the most difficult tasks we undertake because it's always hard to know just what to say. Of course, what you say depends on how close you were to the deceased and/or the recipient of the letter.

Condolence Letter Writing

A condolence letter should be written in a friendly format. Unless you are a close friend or relative, start the letter by introducing yourself. In the next paragraph, offer your sympathy. The third (and final) paragraph is the place to offer assistance (if you are sincere in your desire to help) and to try to say something that genuinely helps the bereaved work through their grief.

What you don't say in a condolence letter is almost more important than what you do say. All the same, even if you only write a line or two, you'll show the family your support.

Condolence Letter Tips/Notes

1. Keep condolence letters short. The family may have a mountain of cards and letters to read and answer. Don't add to their burden.
2. Never say you know how they feel. Simply put, you don't. Even if you have endured a similar situation, grief is a very intimate series of feelings that are unique to each individual. Don't intrude on them.
3. When my son passed away, a well-meaning friend said, "At least he didn't leave any children behind." Her well-meaning words rattled me to the bone. I would have gladly given my life to hold his son in my arms just one time. Especially in cases where death was a long-suffering ordeal, you may be tempted to write that it was a "blessing" or "relief". Don't. Some words are best left unsaid.
4. Do share a fond memory of the departed in the body (second paragraph) of your letter.

The passing of a loved one leaves a big hole in our lives. A well-written condolence letter helps fill the hole with friendship and love.

Sample Condolence Letter

330 N. 10th Street
Phoenix, AZ 85003
October 15, 2005

Dear Mrs. Johnson,

Although we have never met, your son Stephen and I became close friends in boot camp and have corresponded regularly over the past four years. I was dismayed to hear of his passing and am writing to extend my deepest sympathies to you and your family.

Stephen was always full of energy and optimism. During training, Stephen helped me overcome my fear of climbing and rappelling. When the exercises became too tough, it was Stephen who always encouraged the squad to "soldier on". You must be very proud of him. It was no surprise that he made Sergeant before the end of his first hitch.

Stephen once told me it was you who taught him that the best part of life is building good memories. I hope that the memories you built will help you to "soldier on" through this difficult time.

With warmest regards,
Signature

Writing an Invitation Letter

An invitation letter serves the purpose of inviting a guest to a party, an event or a celebration while conveying more information than a traditional invitations card. It serves two purposes; one, to invite the individual to the event and two, to ensure that the person receiving the letter is going to attend.

There are two tenses used within the invitation letter, the present and the future. The present tense conveys information about the event and the future tense ensures the guest is going to attend.

Business Invitation Letter

An invitation letter is a formal way to invite peers and clients to events which are being hosted by the company and are one of the most popular ways of inviting guests to functions. The professional invitation should be written in a formal tone, even when being sent to friends and family members, if the letter is also being sent to professional contacts.

The introduction allows the host and sender to introduce themselves, as well as the organization in which they have chosen to represent. A simple background of the individual or company will suffice in this section of the letter.

Next, in the body of the letter it is important to outline all of the information about the event. The date and time should be included as well as the theme and purpose for the event. At this point, a date should be mentioned in which guests should provide their reply by, and it may also contain any information regarding special roles played at the event, attire and items required for the guest to bring.

Be sure to mention any specifications about dress code in the invitation letter.

Next, in one sentence, the appreciation for the guest to attend the party should be shown. This can be completed with a formal note, stating that you look forward to seeing the individual at the event. Remember, this needs to keep in tone with the rest of the letter.

The conclusion should contain the sign off and a line that ties the complete letter together, drawing the end of the invitation, with a salutation and a signature.

Friendly Invitation Letter

A friendly invitation letter is similar to a business letter but contains less formal speech and can make nuances with memories that may be shared with the guests whom are being invited to the occasion.

Friendly invitation letters are used for a variety of reasons from engagement parties and showers to wedding invitations. They can also be used for personal parties and showers as well as housewarming get together. Personal invitation letters should be signed with a less formal sign off, such as; yours sincerely, best, or sincerely.

Invitation letters are used as an alternative to traditional invitations. They allow the host to convey different messages through the tone of the letter. Invitation letters allow the host to convey additional information that what is traditionally shared in an invitation card. Memories can be shared with close friends and family members that bring about memories of past events.

When sending an invitation letter, be sure to edit it completely, ensuring there are no punctuation, grammatical or spelling errors before the letter is sent to potential guests. Using these techniques, you should be able to create personal and professional invitation letters with ease.

Sample Invitation Letter (Personal)

97 Fir Crescent
Denver, CO 80409
December 17, 2008

Dear Mr. and Mrs. Johnson,

As the parents of the bride, I would like to take this opportunity to invite you to the wedding of our daughter, Sandra Green to her fiancé, Adam Locke. On this joyous occasion, we wish to share the day with our closest friends and family members.

Children grow faster than any of us can imagine, the time is upon us to watch our child grow and flourish into a new stage of her life. He proposed while the two of them were on vacation, she happily accepted and now they are to be married.

The formal event will be located at the Fire Lake Golf and Country Club on the fifteenth of August at three o'clock, two thousand and nine.

Please RSVP by the fifteenth of June to ensure attendance.

We hope to see you there, to enjoy this special day with friends and family.

Sincerely Yours,
Signatures

Templates

Resignation Letter Template

Just replace the sections in [Brackets] with your information.

[Your Name]
[Street Address]
[City, ST Zip Code]

[Month Day, Year]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST Zip Code]

Dear [Mr./Mrs./Ms. Recipient's Last Name]:

I am formally notifying you that I'll be tendering my resignation from [Company Name]. My last day will be on [Month Day, Year].

[Optional Paragraph]I never imagined that I would have to leave [Company Name], but due to [Reason], I have decided to pursue opportunities elsewhere. [Optional Paragraph]

If there is anything that I can do to make this transition easier for the company, let me know and I'd be more than willing to help out.

I have truly enjoyed my work here and I would like to thank you for the opportunity that you have given me to work here at [Company Name].

Sincerely,

[Signature]

[Your Name]
[Your Title]

Cover Letter Template

Just replace the sections in [Brackets] with your information.

[Your Name]
[Street Address]
[City, ST Zip Code]

[Month Day, Year]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST Zip Code]

Dear [Mr./Mrs./Ms. Recipient's Last Name]:

It is with great interest that I am applying for the position of [Title]. When I read the job description of your ad in [Job Listing Source], I felt that it was an ideal match with my career aspirations. I have always wanted to work for a company such as [Company Name].

I believe that I am the ideal candidate for the position due to my extensive experience as [a/an Current/Prior Job Title] for [Current/Prior Company Name]. At my [current/prior] position at [Current/Prior Company Name], I [Description of roles, duties and/or accomplishments]

Feel free to contact me and setup an interview at your earliest convenience. You can reach me by way of e-mail at [Your E-mail] or by way of phone at [Your Phone Number]. I look forward to discussing with you my future with [Company Name]. Thanks for your time and consideration.

Sincerely,

[Signature]

[Your Name]
[Your Title]

Enclosure: resume

Complaint Letter Template

Just replace the sections in [Brackets] with your information.

[Your Name]

[Street Address]

[City, ST Zip Code]

[Month Day, Year]

Customer Service [Company Name]

[Street Address]

[City, ST Zip Code]

Dear Sir or Madam:

I have recently ordered [Name of Product] from your [website/catalog/magazine/toll-free number...] on [Month Day, Year]. My order number is [order #]

To resolve the problem, I would like you to [Your proposed resolution].

Thank you for taking the time to read this letter. I have been a satisfied customer of your company for [time period] and this is the first time I have encountered a problem. If you need to contact me, you can reach me at [contact info].

Sincerely,

[Signature]

[Your Name]

Job Interview Thank You Letter Template

Just replace the sections in [Brackets] with your information.

[Your Name]
[Street Address]
[City, ST Zip Code]

[Month Day, Year]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST Zip Code]

Dear [Mr./Mrs./Ms. Recipient's Last Name]:

I would like to thank you for taking the time to interview me for the position of [position name] on [Month Day]. I was very impressed with [Fact about the company or position].

I appreciate the time that you spent discussing the responsibilities of the position. I believe that my credentials make me an ideal candidate for the position. As I mentioned in my interview with you, I [Summary of your qualifications/experience].

I look forward to hearing your decision about the position. You can contact me at [contact information], if you have any further questions, I'd be more than willing to come in and discuss them with you. Thanks again for the opportunity to interview with [Company Name].

Sincerely,

[Signature]

[Your Name]

Letter of Recommendation Template

Just replace the sections in [Brackets] with your information.

[Your Name]

[Street Address]

[City, ST Zip Code]

[Month Day, Year]

To Whom It May Concern:

It is with great pleasure that I am recommending [Name of Person] to you. I am a [Your Title] at [Company Name] and I have [worked with/managed/supervised] [Name of Person], who held the position of [position name] from [Date - Date].

[Name of Person] would be a great asset to any company. [He/She] is [list/overview of strengths and qualities].

[Name of Person] is a [Quality #1 to highlight about person]. [Example of how person displays that quality].

[Name of Person] is a [Quality #2 to highlight about Person]. [Example of how person displays that quality].

I believe that [Name of Person] will be an excellent fit for your company. [Name of Person] has been nothing short of an exemplary employee. If you have any further questions, feel free to contact me at [contact info] and I'll be happy to answer any questions you have.

Sincerely,

[Signature]

[Your Name]

[Your Title]