

### **Перший приклад.**

Company Letterhead  
Students Of The Future Co.  
610 Fountain Ave  
Burlington, NJ 08016  
June 6, 2018  
Burlington Township Student  
Street Address  
City, State Zip

Dear Student:

Use this sample letter as a template to help you complete your activities throughout this course. I have purposely set up the spacing and content to make it easier for you to delete existing text and replace it with the content that you need to use. Please be sure to use all the tools provided to you, so that you are more efficient with your work.

Be sure to copy down the text boxes I have provided, they may be helpful when you need to compose different types of business letters. Be sure to save this document as: Letter Template.

Sincerely,  
Mr. Rogers  
Business Ed. Teacher  
\*Enclosure\* (if needed)

### **Другий приклад.**

Organization Letterhead  
March 16, 2016  
Mr. Ernie English  
English Company  
1234 Writing Lab Lane  
Write City, IN 12345

Dear Mr. English:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go into detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is related to your employment, consider ending your letter with your contact information and title if it not included on letterhead. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

\*Signature\*

Lucy Letter

President

\*Enclosure\*