

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