

Name: _____

Business Letters

BODY **ENCLOSURES** **SALUDATION** **SIGNATURE** **CLOSING** **OPENING**

316 Colonial Pkwy
Esterhazy, NM 87101

July 30, 2017

Ms. Ginny Clark
Overwatch Villa
7419 Bubble Net Road
Baleen, WA 98101

Dear Ms. Clark:

Identify the parts
of the letter.

Hope you're doing well. I'm Miranda Lawson, Director of Marketing at Mass Airlines, and I wanted to share some marketing ideas with you that could benefit both of our companies.

Whenever our flight crews fly into the Seattle area, they overwhelmingly prefer staying at the Overwatch Villa, but there is often no vacancy. If the Overwatch Villa were to permanently reserve a block of rooms for our crew members, we'd be happy to promote the Overwatch Villa in our in-flight magazine at a significant discount.

To demonstrate what a Mass Airlines and Overwatch Villa partnership could look like, I've enclosed three sample ads created by our graphic design team. These samples should prove that we're eager to highlight the Overwatch Villa for the millions of passengers we serve each year. If you'd like to discuss this in further detail, I can be reached at 575-555-9255, or at mlawson@massairlines.com. I look forward to hearing from you.

Sincerely,

Miranda Lawson

Miranda Lawson
Director of Marketing, Mass Airlines

Enclosures: Three samples of print advertisements.

Recommended formal closings include “Sincerely” or “Yours truly.” For a more personal closing, consider using “Cordially” or “Best regards.” Regardless of what you choose, add a comma to the end of it.

In the first paragraph, introduce yourself and the main point of your letter. Following paragraphs should go into the details of your main point, while your final paragraph should restate the letter’s purpose and provide a call to action, if necessary.

Skip four lines after the closing and type your name. Skip another line and type your job title and company name. If you’re submitting a hard copy, sign your name in the empty space using blue or black ink.

Include your address, the full date (for example, July 30, 2019), and the recipient’s name, company, and address. Skip one line between your address, the date, and your recipient’s information. Don’t add your address if you’re using letterhead that already contains it.

If you’re including documents with this letter, list them here.

It is the logo or name of the company, sometimes it includes the address.

Address the recipient using “Dear,” along with their title and last name, such as “Dear Mr. Collins” or “Dear Director Kinkade.” If you don’t know the recipient’s gender, use their full name, such as “Dear Taylor Dean.” Finally, be sure to add a colon to the end of the salutation.

Best regards,

Dear Ms. Dawson:

October 12th, 2021



Genesis Peterson
Coordinator Health and Care, PKV Solutions

Ms. Caroline Dawson
University of Washington
235 First Street,
Kirkland, WA. 98033

We are aware that the role of our personnel in taking precautions is the key to maintain the control over the spreading of the virus in our work center and among our clients and families. That is why, and knowing of your knowledge on this topic, we are interested in having you to offer a training to our staff.

We are open to set a date of your consideration in the next month to this purpose. If you prefer to discuss the dates available, you can also contact me at 206 801 5684, or at gpeterson@pkvsolutions.com. I look forward to hearing of you.

I'm Genesis Peterson, Coordinator of the Health and Care department in our company dedicated to customer service. We would like to invite you to present your workshop about preventive and strategic methods to prevent coronavirus or other illnesses.

PKVSOLUTIONS

841 Baldwin Road, Oceanside, CA. 92054

Arrange the segments of the letter.
