



## Friendly Letters and Business Letters



### Friendly Letters

Friendly letters are usually written between friends or family members to stay in touch when they are far apart. A friendly letter usually includes personal information and descriptions of day-to-day life. Since the audience of a friendly letter is a friend or family member, it is okay to use less formal language and to write the same way you usually speak.

### Parts of a Friendly Letter

Salutation (usually *Dear*) with the first name and a comma.

Dear Zoe,

Sophie Trillam  
6768 – 90 Street  
Sprucewood, Alberta  
T7Y 5R4

Your address goes here.

Today's date goes here.

March 15, 2005

The body is divided into paragraphs by topic.

How are you? I'm fine. It was great to hear from you last week. It sounds like your part in the school play will be a real challenge. I hope you enjoy yourself.

Paragraphs are separated with a blank line (or the first line is indented).

Life here is pretty good. My soccer team just won our first tournament—yippee! I'm so glad I joined the team.

Everyone here is happy and healthy. We think about you lots and lots! See you soon.

Sincerely,  
Sophie

The closing (e.g., *sincerely, love*) and your name or signature.

# Customer Friendly Business Letters

**Jeffrey L. Seglin, Edward Coleman**



## **Customer Friendly Business Letters:**

*The AMA Handbook of Business Letters* Jeffrey L. Seglin, Edward Coleman, 2002 This book CD ROM reference for professionals teaches letter writing basics and offers style and grammar guidelines along with some 365 sample letters for sales marketing and public relations vendor and supplier issues credit and collections transmittal and confirmation personnel matters and every other business situation Appendices list frequently misused words punctuation guidelines abbreviations and telephone and online grammar hotlines The CD ROM contains all of the sample letters from the book which can be customized for immediate use Seglin teaches magazine publishing in the graduate department of writing literature and publishing at Emerson College Annotation copyrighted by Book News Inc Portland OR

**AMA Handbook of Business Letters** Jeffrey Seglin, Edward Coleman, 2012-07-15 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving With the understanding that consistently professional correspondence is essential to success in any industry The AMA Handbook of Business Letters offers readers a refresher course in letter writing basics including focusing the message establishing an appropriate tone and getting your readers attention You ll also receive tips that apply to all written forms of communication on things like salutations subject lines signatures and formatting Jeffrey Seglin communications director and professor of Harvard University s graduate and professional school and author Edward Coleman provide over 370 customizable model letters divided into categories reflecting various aspects of business such as sales marketing public relations customer service human resources credit and collection purchasing permissions and confirmations With helpful appendices listing common mistakes in grammar word usage and punctuation the latest version of this adaptable book extensively updated with more than 25 percent new material will assist professionals through every conceivable business correspondence with confidence

**The Encyclopedia of Business Letters, Faxes, and E-mail** Robert W. Bly, Regina Anne Kelly, 2009-01-15 A revised updated edition with more than three hundred sample letters memos and e mails and new tips on how to use and adapt them The era of long leisurely letters is gone no one has time to waste in today s workplace and communication revolves around fast faxes instant e mails crisp memos and concise messages That s where The Encyclopedia of Business Letters Faxes and E mails can help whether you re starting out in the corporate world or just want to feel more confident in your daily business writing You ll find more than three hundred sample letters memos and e mails you can use as is or adapt for your own purposes Letters are organized into chapters by category and a detailed table of contents guides you quickly to the one that best suits your needs Each is accompanied by useful information including how to format design print and deliver your correspondence for best effect This revised edition contains more help than ever with An expanded introduction to letters faxes and e mails with new tips on the best use of each Guidance on the nuances of e mail including how to avoid common pitfalls Dozens of additional sample e mail formats to meet today s communication needs More focused directions for organizing your thoughts and composing

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## **Customer Friendly Business Letters** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the power of words has be much more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Customer Friendly Business Letters**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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