

# 119+ EFFECTIVE BUSINESS LETTER SAMPLES

Sutarmaji



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# Introduction

119+ Effective Business Letter Samples is a book for busy people who want to save time and energy in communicating with their clients and customers. All the letters are written with four main ideas: clarity, courtesy, coherence, and conciseness.

## How the Book Is Organized

This book consists of 74 or more letter main topics or units. Each unit can consist of more than one letter with various sub topics. Some chapters provide some letter template for the topic in the chapter. For example, chapter 1 is about acceptance letters. These acceptance letters consist of 7 letters and templates. They are:

- Acceptance Letter Sample for Resignation
- Acceptance Letter Template
- Employee Job Acceptance Letter Sample
- Employer Job Acceptance Letter Sample
- Invitation Acceptance Letter Sample
- Job Offer Acceptance Letter Email
- Order Acceptance Letter Sample

This book is written based on keyword searches, therefore, there are some similarities between one letter in one chapter and another letter in another chapter. For example, you can see that the Order Acceptance Letter Sample looks and sounds similar to Order Confirmation Letter Sample. Therefore, you can approach one purpose of communication from two different topics in this book.

## **Purpose**

Hopefully this book can help you to do your job more efficiently in some ways. Firstly, to be a reference when you need to write a communication activity. Secondly, it is intended to save your time. This book is to avoid you from thinking and choosing the wording for your letter. Finally, this book is designed to provide you with the format which is sometimes a little bit confusing.

# Unit 1 Acceptance Letter Samples

## 1. Acceptance Letter Sample for Resignation

**Manila Business Consultant**

www.mbc.com Tlp. 63-2345 6789

---

March 4, 2020

Dear Mr. Christian,

We herewith regretfully accept your resignation as the Customer Service Manager of Manila Business Consultant.

Personally, we understand the demands that you and your husband should move out of the city. The management and all of the employees really appreciate all of the hard work you have made and the fine contribution to the development of the company.

Should the situation allow, we are happy to be able to work with you in future.

Sincerely,

Ben Rodriguez

Director



## 2. Acceptance Letter Template

From: [\[Your Email\]](#)

To: [Recipient's Email]

Subject: [job offer acceptance]

Dear Sir,

I am extremely glad to accept your offer for the position of [Title] at [Company's Name].

I agree with the whole terms we discussed in the interview. Certainly, I will go to the [Company's Name] office by [Time] on [Date]. If you need me to do paper work or bring any documents, please let me know anytime via my email.

From the bottom of my heart, I am looking forward to working with you. I really admire the company's profile and development.

Sincerely,

[Signature]

[Your Name]

### **3. Employee Job Acceptance Letter Sample**

**Jack Goldstein**

245 Patterson Road

Beechwood, OH 45432

September 16, 2016

**Mr. David Simmons**

Personnel Manager

Calculate industries, Inc.

3275 Commercial Park Drive

Bonneville,MI49474

Dear Mrs. Simmons,

I am pleased to accept your offer for a position as assistant personnel Manager at a salary \$5,000 per month.

By the end of this month, I plan to leave Dayton on Tuesday, September 25. Hopefully, I will be able to locate suitable living accommodations within a few days and be ready to report for work on the following day, Wednesday, September, 29. Please let me know if this date is satisfactory to you.

I look forward to working with you.

Sincerely,

**Jack Goldstein**

## 4. Employer Job Acceptance Letter Sample

### Southtown Dental Center

3221 Ryan Road san Diego CA 92217  
(714)321-1579

---

September 26, 2020

Mrs.Barbara White  
157 Beach Drive  
San Diego, CA 92113

Dear Mrs White :

Please accept our offer for the position of dental receptionist at Southtown dental center.

If the terms we discussed in the interview are acceptable to you, please come in at 9.30 a.m.on October 3. At the same time we will ask you to complete our personnel form.

Everyone here at Southtown is looking forward to working with you. We all were very favorably impressed with you during your interview.

Sincerely,

Rachel Johannes  
Office Manager

## 5. Invitation Acceptance Letter Sample

July 20, 2022

Prof. Dr. Fadly Hassan  
Indonesia University of Education  
Jalan Dr. Setiabudhi 229  
Bandung 40134  
Indonesia

Dear Dr. Hassan:

I am pleased to accept your invitation to attend the openings  
of "The World Conference on Disabled Children" on August 18,2022..

Thank you for the invitation.

Yours sincerely,

Dr. Adam Williams

## 6. Job Offer Acceptance Email

From: [jim@englet.com](mailto:jim@englet.com)

To: [hr@greenorigin.com](mailto:hr@greenorigin.com)

Subject: job offer acceptance

Dear Sir,

I am extremely glad to accept your offer for the position of Information Technology Manager at Green Origin Inc.

I agree with the whole terms we discussed in the interview. Certainly, I will go to the Green Origin office by 9.30 on October 3, 2021. Should you need me to do paperwork or bring any documents, please let me know any time.

From the bottom of my heart, I am looking forward to working with you. I really admire the company's profile and development.

Sincerely,

Jimmy Clark

## 7. Order Acceptance Letter Sample

**William's**

245 Patterson Road Beech-wood, OH 45432

---

October 25, 2020

Mr. Jack Brown  
Purchasing Manager  
Calculate industries, inc  
3275 Commercial Park Drive  
Bonneville, MI49373

Dear Mr. Brown,

I am pleased to accept your order of October 24, 2020. The goods you ordered will be shipped two days after the payment is made.

Thank you for your order and we look forward to working with you.

Sincerely,

George Williams

## 8. Interview Acceptance Email Sample

From: robert@mail.com

To: hr@zhoster.com

Subject: Interview Acceptance

Dear Mr. Nicholson,

I am writing to express my gratitude for the invitation to interview for the SEO editor position at Z-Hoster Company. I am available this Friday at 1:30 pm. Honestly, I look forward to talking with you regarding this job in more detail.

I will bring all the documents you asked for to our meeting on Friday afternoon at Z-Hoster Building.

Sincerely,

Robert Murdough

Phone: 123456789

# Unit 2 Acknowledgement of Receiving Goods Letter

## Green Grocer's

123 West Street, St. Thomas, US Virgin Islands 23456

---

### Acknowledgement Of Receipt Of Goods

March 21, 2020

To International Food Supplier

The undersigned hereby acknowledges receipt of the goods described on the annexed list or invoice and further acknowledges that said goods have been inspected and are without defect.

Signed and sealed this on 20th of March, 2020.

Jack Smith

Purchasing Manager

# Unit 3 Adjustment Letter Samples

## 1. Adjustment Letter Sample for Late Order Delivery

### **White Sand Furniture, Inc.**

Columbus, Ohio 45453

(315) 565-6777

---

October 16, 2020

Mr. James Wilson  
Royalty Furniture, Inc.  
P.O. Box 3132  
Austin, TX 78703

Dear Mr. Wilson:

Subject: October 14 letter about Late Order

We have just received your October 14 letter about your order which did not arrive on time. We are extremely sorry that we have not been able to deliver your order as scheduled. We really regret to inform you that the delay was caused by the late arrival of some of the raw materials.

However, we managed to deliver the furniture you ordered a few days ago. We believe it will reach you in two days. We hope it will be ready for the season.

Once again, Please allow us to express our sincere apology for the delay and the inconvenience it has caused you. It was really due to the fact that is beyond our control.

We will struggle to prevent this incident from happening again in future and hope we can continue our business as usual. Should you need to contact us, please use this number (315) 1234567.

Yours sincerely,

Dicky Williams

Customer Relation Manager

## 2. Adjustment Letter Sample for Wrong Materials

### Princess Clothing Factory

333 Norris Street, San Diego, CA 94702

---

June 21, 2022

**Myca's**

1111 Colorado Road

Los Angeles, CA 90041

Attention : Mrs. Amanda Michaels

Apology for Wrong Materials

Dear Mrs. Michaels:

In response to your email dated June 21, 2022, we would like to express our deepest apology. You are right, according to your order email, your 50 t-shirts you ordered should be made of combed cotton. Instead, we've sent you regular cotton t-shirts because one of our guys misplaced the address. So, your t-shirts were sent to another address and you received items which are made of wrong material.

Please allow us to resend the t-shirts today and it will reach you tomorrow afternoon. If you accept the offer, we will give you a 5 percent discount.

Thank you for your understanding and we hope to continue serving you as our loyal customers. We are looking forward to hearing from you as soon as possible.

Sincerely,

Dana White

Customer Service Manager

### 3. Adjustment Letter Template

#### Letterhead

---

Date

Name and Address

Dear Madam/Sir/ Mr. ....:

Subject: .....

We have just received your letter dated ..... about your order which ..... We are extremely sorry that ..... We really regret to inform you that ..... was caused by .....

However, we managed to ..... We have corrected the mistakes so that you will receive the good quality .....on (date).

Once again, Please allow us to express our sincere apology for the delay/problem and the inconvenience it has caused you. It was really due to the fact that is beyond our control.

We will struggle to prevent this incident from happening again in future and hope we can continue our business as usual. Should you need to contact us, please use this number (315) 1234567.

Sincerely,

Name

Position

## 4. Damaged Goods Adjustment Letter Sample

### **Caribbean Textile, Inc**

5220 West 22nd Street

New York, Y 10062

---

September 30, 2020

American Textile Ltd

555 Main Street

Springfield, OH 45321

(513) 683-8111

Dear Sir :

Subject: Damaged Goods

In reply to your letter dated September 2020 about the damaged goods you received via Fast Logistics. We are extremely sorry that this unexpected incident should happen. I regretfully inform you that this damage is caused by mishandling during the delivery. However, we fully

take responsibility for the damage. Therefore, Our representatives have already sent the replacement, and it will reach you this afternoon.

We will do the best we can to prevent this incident from happening again in future and hope we can continue our business as usual. Please call us at 13243648 if you need more information.

Sincerely,

Brian June

Customer Service Manager

## **5. Salary Adjustment Letter Sample**

John Williams  
Sales Department  
12 South Road  
Victoria, Seychelles-56789  
Phone (248) 1234567

March 25, 2020

Brian Smith

HR Manager  
Knit Master  
12 Main Road  
Victoria, Seychelles-56789

Dear Mr. Smith:

For the last two years, since I was assigned more responsibilities in this department I notice that our sales have been increasing quite significantly. Consequently, the load of work has stepped up a lot. Although we have more customers to serve and more challenges to deal with, I have been successful in fulfilling their demands and expectations. As you know, I have received a lot of compliment letters from our customers due to their satisfaction with my service.

Considering all the mentioned-above conditions, I humbly request a salary adjustment for my work. I am confident that this salary adjustment can not only motivate me to work harder and smarter with better dedication to this company, but also can also motivate other personnel to work better. In the end it will increase our customers' satisfaction and our sales.

Thank you for considering my salary adjustment, I look forward to hearing from you.

Cordially

John Williams

# Unit 4 Admission Letter Samples

## 1. Admission Letter Sample for School

### University Of Tanjungsiang

1 Paris Street, Sirap, Indonesia, Tlp. (62)1234567 [www.tanjung.edu](http://www.tanjung.edu)

---

June 7, 2020

Ruth Phily  
2 Orchard Road, Singapore 34567

Dear Ruth,

We are pleased to inform you that you have been admitted to the class of 2020/2021 for the University of Tanjungsiang.

Attached to this admission letter, you will find a full admissions package. It includes all the documents needed to follow up the registration which have to be submitted within four weeks.

Congratulations. We are looking forward to seeing you.

Sincerely,

Admission Committee

## 2. Recommendation Letter Sample for Phd Admission from Professors

### University of West Islands

Department of Petroleum Engineering  
Faculty of Mining and Petroleum Engineering  
987 West Street, Victoria, West Islands 23456

---

December 2, 2021

Dr. Julian Harris  
Chairman of Department of Petroleum Engineering

Vardhard University  
456 Professor Lane  
Alexa City, East Arctic Islands

Dear sir,

#### **Letter of Recommendation for PhD Admission**

I hereby would like to recommend Mr. Tommy Bacilluck to pursue his PhD Course on Petroleum Engineering in Vardhard University.

Name of Candidate : Tommy Bacilluck, MSc.  
Date of Birth : December 2, 1976  
Address : 135 Northernlight Road  
Victoria 999999, West Islands

I have been Mr. Bacilluck's acquaintance since 1999 when he took the entrance test for his degrees to University of West Islands. His academic record has been one of the top performers in the latest decade of our university. Therefore, it is highly possible he will perform his studies successfully in a timely manner. In addition, academically speaking, he deserves to join the PhD Course on Petroleum Engineering in Vardhard University.

His thesis in innovating new tools and techniques for improving efficiency of petroleum productions has been tremendously successful. Likewise, his English skills have been proven to be the highest in our university. His latest IELTS score, whose test was conducted last year, was 9. Therefore, I am sure he will cope with his studies without any major trouble. Moreover, his personable and easy-going personality has helped him to get on well with everyone around him. He has most of the assets and capabilities to finish this doctoral program.

I strongly believe that he has the intellectual capacity and potential ability to finish his doctoral course in The Vardhard University.

Yours sincerely,

Dr. Jimmy Lee  
Chairman of Department of Petroleum Engineering

# Unit 5 Agreement Letter Samples

## Agreement Letter To Extend Debt Payment Terms

---

For Value Received, the undersigned, Bank Central Cannes (Creditor) and Knit Master (Company), hereby acknowledge and agree that :

The Company presently owes the Creditor the sum of 50.000 Euros, said sum being presently due and payable.

In further consideration of the Creditor's forbearance, the Company agrees to pay said debt on extended terms in the manner following : It will be paid monthly for ten months with interests at .5 percent/month. In the case of late payment the Company will be charged at .1 percent/ day.

In the event that the Company fails to pay in a timely manner on the agreed extended terms, the Creditor shall have full rights to proceed for the collection of the entire balance of the remaining.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

Signed under seal this Monday, March 10, 2020.

Creditor

Company

\_\_\_\_\_

\_\_\_\_\_

# Unit 6 Announcement Letter Samples

## 1. Announcement Letter for Business Takeover

### Forever Furniture Suppliers

No. 5 South Street, Miami, Florida 33703 Tlp. (813) 544-4678

---

April 1, 2020

Mrs. Barbara Harris

Furniture Shop

No. 1 Caribbean Way

Miami, Florida 23456

Dear Mrs Harris,

I hereby notify you that Forever Furniture Suppliers has been purchased by another company with good reputation and trustworthy, True Furniture Suppliers. Its address is no. 5 Southern Street, Miami, Fl 23456, Phone 350-995643.

All of our financial assets have been taken by the new company, for your convenience you can still continue your business with this new company as usual.

We thank you very much for being our loyal customer.

Sincerely,

Dan Ashley

## **2. Announcement Letter for Closing Business**

### **Good Buy Furniture**

No. 1 Caribbean Street, Miami, Florida 33703 Tlp. (813) 544-4678

---

March 28, 2020

Brandon Harrison

The Owner of Harrison's House Appliances

No. 2 Main Street

Miami, Florida 33703

Dear Mr Harrison,

Good Buy Furniture has to inform you that we have just officially closed our business that has been running for almost 10 years.

We have made this difficult decision due to our failure in managing our debt. We thank you very much for your cooperation.

Sincerely,

John Minor

### **3. Announcement Letter for Opening New Branch**

#### **Grace's Mart**

No. 5 South Street, Miami, Florida 33703 Tlp. (813) 544-4678

---

March 12, 2020

Mrs. Peggy T Mansfield

1 Caribbean Street

Miami, Fl 12345

Dear Mrs Mansfield,

Grace's Mart is pleased to announce that we have just added a new location close to your residence for your convenience.

Our new branch location is 123 North Street, Fort Canaveral, Florida 33704, Telephone (814) 234 7679.

We are looking forward to seeing you in our new location.

Sincerely,

Jack Morgan

# Unit 7 Apology Letter Samples

## 1. Apology Letter Sample for Delaying Payment

**Best Sales Shopping**

Purchasing Agent  
Niagara Waterfall Street  
Columbus, MI 48002

---

September 29, 2020

Helen Bracken  
Credit Department  
Shoes Incorporated  
222 Plainfield Road  
Syracuse, NY 13212

Dear Mrs. Bracken:

We do apologize for delaying our payment. We really do not want to make our payment late but we had many things to do urgently last weekend. That's why we were not able to make payment on time. Nevertheless, this morning we just settled this payment first thing so that we will be able to continue our business with you. We, herewith, enclosed the check.

Thank you for your discretion regarding our account.

Sincerely,

Christ Williams

## 2. Apology Letter Sample for Late Delivery

### Excellent Shopping

111 Waverly Drive  
Berkeley, CA 94706

---

September 13, 2020

Mr. Allan Newman  
358 Norris Road  
San Diego, CA 94702

Dear Mr. Newman:

We apologize for the late delivery of your order. We have just implemented a new delivery system that still has a few items to be accomplished, but we made sure your order was fixed and sent it out this morning. With this new delivery system, I guarantee that we can handle your order faster and better in future.

For your trouble, we have enclosed a \$30 gift certificate which can be used at any of our stores any time. We would like to apologize for the delay of your order and any inconveniences this must have caused you.

Sincerely,

Anthony Maloney

Customer Service Manager

### **3. Apology Letter Sample for Sending Wrong Goods**

#### **Clearance Holland**

Purchasing Agent  
Columbus Shoe Street Columbus, MI 48002

---

September 29, 2020

Brian Johnson  
555 West 23rd Street  
New York, 10062

Dear Mr Johnson:

Your complaint letter about the items that are not in accordance with your order has been received and we understand its contents. We apologize for the error and we will immediately withdraw the item and replace it with the goods you order.

We guarantee that it will not happen again in future. We appreciate your understanding and hope we have corrected our mistake to your satisfaction.

Sincerely,

John Bailey

## 4. Apology Letter Sample for Forgetting A Date

405 Joaquin Street  
Modesto, CA 95354

September 13, 2020

Dear Sue,

I am sorry for forgetting our lunch date yesterday. It was completely my fault. I was so busy at work that I didn't remember I had a lunch date with you.

How about I treat you to lunch at the new Mexican restaurant Amor's tomorrow 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,

Brian

# Unit 8 Apology Letter Templates

## 1. Apology Letter Template for Delaying Payment

[Letterhead]

---

[Date]

[Recipient's Name]

[Department/Division]

[Company's Name]

[Company's Address]

[City], [Country/State] [Zip Code]

Dear Mrs./Mr./Madam/Sir:

We do apologize for delaying our payment. We really do not want to make our payment late but [Reason(s)]. That's why we were not able to make payment on time. Nevertheless, [Compensation]. We, herewith, [Compensation].

Thank you for your discretion regarding our account.

Sincerely

[Your Full Name]

[Your Title]

## 2. Apology Letter Template for Forgetting a Date

[Your Address]

[Your City], [State & Zip Code]

[Date]

Dear [Your Friend's First Name],

I am sorry for forgetting our lunch date [Time]. It was completely my fault. [Say the reason].

How about [Offer compensation]? 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,

[Your Name]

### 3. Apology Letter Template for Late Delivery

[Letterhead]

---

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear Mr./Mrs./Sir/Madam:

We apologize for the late delivery of your order. [Mention the reason(s)]. [Give extra explanation for the reason if necessary]. [Say and guarantee that the recipient will get better service in future]

For your trouble, [Say the compensation]. We would like to apologize for the delay of your order and any inconveniences this must have caused you.

Sincerely,

[Your Name]

[Your Title]

## 4. Apology Letter Template for Order Cancellation

[Letterhead]

---

[Date]

Company's Name

[Company's Address]

[City, States, Zip Code]

Attention : [Mr./Mrs. ....]

Dear Mr. ....:

Firstly, we herewith would like to inform you that we cancel our order. [Explain the reason]. We hope [mention your future hope]. Finally, we would like to apologize for any inconveniences this must have caused you.

Sincerely,

[Your Name]

[Your Title]

## 5. Apology Letter Template for Sending Wrong Goods

**[Letterhead]**

---

[Date]

[Recipient's Name]

[Recipient's Address]

[City, States, Zip Code]

Dear Mr./Mrs./Sir/Madam:

Your complaint letter about the items that are not in accordance with your order has been received. We understand its contents. Therefore, we apologize for the error and we will [Action to be Taken].

In future we guarantee that it will not happen again. We appreciate your understanding and hope we have corrected our mistake to your satisfaction.

Sincerely,

[Your Name]

[Your Title]

# Unit 9 Appeal Letter Samples

## 1. Appeal Letter Sample

March 15, 2020

From

Ronald Green

14 Norris Road

Gloucester

To

Dean of Faculty of Information Technology

University of Gloucester

123 First Street

Gloucester

Dear Sir,

RE : Appeal to The University Admission

I, the undersigned, would kindly request you to reinstate me for next semester. I received my dismissal letter last week. I know it was my fault that I was not able to perform the academic standard of performance set by the University.

I had a very difficult situation last semester since my father had to stay in hospital for his severe illness. Consequently, he could not run his small business to support our family, my two brothers and I. To solve this problem, I had to replace him running his small business to earn money for our family. Therefore, I did not have enough time and energy to accomplish my 20 credit hours and I could not do well in the last examination. I understand I should have communicated with my professor. I thought I would be able to undertake the situation but I was wrong.

Now my father has recovered. I am confident that I will be able to improve my academic performance as I have done before. Besides, I love Gloucester University and being the graduate from it in timely manner is my obsessed pride. If I am reinstated next semester, I will focus better on my school work and manage my time more wisely. Also I have talked with my advisor, I will follow his advice about communicating with the professor better.

I kindly request you to understand that my low GPA that led to my dismissal does not indicate that I am not able to perform the school standard. I just had a situation that was out of my hands. I humbly request you to give me a second chance. Thank you for thinking over this appeal.

Sincerely,

Ronald Green

# Unit 10 Application Letter Samples

## 1. Driver Application Letter Sample

Joe Hulk  
1 South Street  
San Francisco, CA, 94102

March 17, 2020

Bob Williams  
Comfort Transportation Company  
12 North Street  
San Francisco, CA, 94102

Dear Mr. Williams,

I am aware of the driver position advertised in today's local newspapers. Therefore, I would like to put forward my application for the position.

I have a proper driving license and have been working as a bus driver for ten years in Miami. I am a reliable and trustworthy employee and am ready to work long hours. I am punctual and capable of driving safely and carefully under any circumstances. I am confident that I could do very well in your company as I usually did in my former employer.

I thank you very much for considering me for this post. Should you need to contact me, you can do so by calling or emailing me at the number or email address in my attached resume.

Sincerely yours,

Joe Hulk

## 2. Driver Application Letter Template

[Your Name]

[Your Street Address]

[Your City Address, State, Zip Code]

[Date]

[Recipient's Name or Title]

[Company's Name]

[Company's Street Address, State, Zip Code]

Dear Sir/Madam/Mr./Mrs. ....,

I am aware of the driver position advertised in today's local newspapers. Therefore, I would like to put forward my application for the position.

I have a proper driving license and have been working as a driver for [Number] years in [City or Other Location]. Besides, [Mention your strength]. Also, I am [Mention your other strength or useful experiences for the title]. I am confident that I could do very well in your company as I usually did in my former employer.

I thank you very much for considering me for this post. Should you need to contact me, you can do so by calling me at [Your Phone Number] or emailing me at [Your Email].

Sincerely yours,

[Your Name]

### **3. Financial Research Assistant Application Letter Sample**

Bloomington, IN 47401  
February 15, 2020

Ms. Laura Goldman  
Personnel Manager  
Action, Inc  
80 Roseville Road  
St. Louis, MO 63130

Dear Ms. Goldman,

I am seeking a responsible position as a financial research assistant in which I may use my training to solve financial problems. I would be interested in exploring the possibility of obtaining such a position within your firm.

I expect to receive a Bachelor of Business Administration degree in finance from Indiana University in June. Since September 2005, I have been participating in the Professional Training Program at Computer Systems International, in Indianapolis. In the program I was assigned to several staff sections in apprentice positions. Most recently, I have been a financial trainee in the Accounting Department and have gained a great deal of experience. Details of the academic courses I have taken are contained in the enclosed resume.

I look forward to meeting you soon in an interview.

Sincerely,

George Marlon

## 4. Marketing Manager Application Letter Sample

Vicky Green  
123 Norris Road, Birmingham  
August 12, 2020

Mr. John Martin  
Recruitment Manager  
Best Goods Inc.

Dear Sir,

I would like to apply for the job of 'Marketing Manager' that I saw advertised in The Guardian, February 8, 2020. I am 24 years old and I have a bachelor degree in economics.

I would be grateful if you could tell me what the salary is before you invite me for an interview. I would be available for an interview on Thursdays or Fridays.

Sincerely,

Vicky Green

## 5. Nurse Application Letter Sample

Godfredo Hernandez  
12 Main Street  
Makati, 94121

October 19, 2020

Manila Public Hospitals  
123 South Street  
Manila, 94120

Dear Sir:

I am writing to express interest in the Registered Nurse position recommended by one of your doctors at your hospital, Dr. Rubyleen. She and I were colleagues when we were working in Makati Public Hospital. I graduated from Makati Health College with an Associate of Science in Nursing in October 2015. From my resume, you will see that my experience matches the qualifications listed for this position. I heard about this job through Dr. Rubyleen who gave me a recommendation letter attached with this application letter.

My nursing educational background at Makati Health College and my experience as a registered nurse at Makati Public Hospital have given me skills in patient assessment and a solid foundation in providing holistic nursing care that focuses on all aspects of a human's health. I am really keen on nursing. My communication skills, along with my compassion, patience, passion and patient advocacy, are what I offer as a registered nurse.

I would be honored and excited to be a part of your team and contribute my skills to your staff and patients. I look forward to an interview with you to discuss my education and experience at your earliest convenience.

Sincerely yours,

Godfredo Hernandez

## 6. Reporter Application Letter Sample

35 King Albert Park  
Singapore 2159  
Telephone 7785427  
February 15, 2020

The Personnel Officer  
The Straits Times  
390 Kim Seng Road  
Singapore 0923

Re: Vacancy for Post of Reporter

Dear Sir,

Having obtained a university degree and some invaluable experience overseas as a reporter, I am inquiring as to whether you have any suitable vacancies in The Straits Times.

My interest in journalism developed while I was studying English at a British University's "Students News" but later I became one of the editors.

After I graduated, I spent three months as a reporter for "The Evening News", one of the provincial daily newspaper. Working alongside experienced reporters I learned, for example, how to focus a story on a point of human interest and how to interview people sensitively when they are under stress after a disaster has occurred.

Now that I have returned to Singapore, I naturally wish to pursue a journalistic career with The Straits Time.

I am enclosing my resume for your information and would value the opportunity of discussing with you at your convenience the possibility of employment.

Yours faithfully,

John Magellan  
Booksfree.com

## 7. System Manager Application Letter Sample

George Martin  
143 Walking Street  
Denmark  
September 13, 2020

Human Resources Department  
Carnival Cruise Line  
Copenhagen, Denmark

Dear Sirs,

I am writing to inquire whether your company will have any available position to be opened in the near future which is in line with my skill and educational background.

I am 23 years old and graduated from Harvard University majoring in Information Technology. My working experiences as a System Manager at Boston University of Computer in Boston was one year. I am confident that I will perform a job which will meet your standard.

For further information, I attached my CV and Reference. I would be grateful if you could give me an opportunity for an interview at any time available.

Thank you for considering this application and I am looking forward to hearing from you.

Yours sincerely,

George Martin

## 8. Waiter Application Letter Sample

Raul Kabayan  
12 Main Street  
San Francisco, CA 94120

March 19, 2020

Americhi Restaurant  
123 South Street  
San Francisco, CA 94120

Dear Sir,

I saw your advertisement in today's local newspaper that you need more experienced waiters for your restaurant. Since I have an educational and experience background in the food and hospitality industry, I am enthusiastically ready to work for your company.

For the last five years, I worked for a Mexican Restaurant where I overcame working under pressure and got a lot of practical knowledge and practice on every aspect of food service, including taking orders, waiting customer's dinner and lunch, handling the cash register and performing daily inventory reports.

In the same restaurant, I also succeeded in performing front office duties for a year. I gained a lot of experiences in hospitality practice and fulfilling all the customer's demands.

I thank you for thinking over me as your waiter. Should you need to contact me, you can call me at this number 1234567.

Sincerely yours,

Raul Kabayan

## 9. General Application Letter Template

[Your Name]

[Your Street Address]

[Your City Address, State, Zip Code]

[Date]

[Recipient's Name or Title]

[Company's Name]

[Company's Street Address, State, Zip Code]

Dear Sir/Madam/Mr./Mrs. ....,

I am aware of the position advertised in today's local newspapers. Since I can fulfill the criteria you mentioned, I would like to put forward my application for the position.

I have [Mention Your Certificates and Qualifications] and have been working as a [Title] for [Number] years in [City or Other Location]. Besides, I am a reliable and trustworthy employee and am ready to work long hours. Also, I am punctual and capable of working safely and carefully under any circumstances. I am confident that I could do very well in your company as I usually did in my former employer.

I thank you very much for considering me for this post. Should you need to contact me, you can do so by calling me at [Your Phone Number] or emailing me at [Your Email].

Sincerely yours,

[Your Name]

# Unit 11 Appointment Letter Samples

## 1. Employee Appointment Letter Sample

### **CHT ENGINEERING & TRADING CO.**

246 Macpherson Road 1101.01 Detime Bldg.  
Singapore 1334. Telephone 764219 Telex : 13s 27815  
Reg. No. 319885/OOK

---

September 29, 2020

PT PERINDO UTAMA PERKASA  
Jl. Sudirman 25  
Jakarta - Indonesia

Attention to Mr. Sujarwo

Dear Sir :

This is to confirm that you are appointed as our sole agent for the supply of the following Robuschi (Italy) products in Indonesia :

1. Chemical centrifugal pumps
2. Channel and Vortex centrifugal pump
3. Rotary Blower
4. Liquid ring vacuum pumps

This appointment is effective from October 5th, 2020 and is automatically renewed every year unless it is terminated by either one of the parties with a month's notice.

Yours faithfully

Ian Smith  
Manager

*Adapted from Multipurpose Letter*

## 2. Job appointment Letter Sample

### **EXPERT & MASTER CO.**

123 Mac Percy Road 111.01 Dell Building  
Singapore 1334. Telephone 123456 Telex : 7890123

---

September 29, 2020

Ralph D'Counha  
No. 12 Orchard Street  
Singapore

Dear Mr. D'Counha,

Based on your performance during your probation and company rules and regulations, the company decided to appoint you as a permanent employee. This appointment is effective from April 5th, 2020 on the following terms and conditions:

Place of Posting :

Your initial posting shall be at the Company Headquarter, Singapore. However, anytime during your employment you are subject to being transferred to any of the offices, projects, units of the company existing or to be set up at any other location in Singapore or abroad.

Salary and Allowances :

Name : Ralph D'Counha

Employee ID Number : 123456789

Monthly Basic Wages : 1,000 SGD

Special Allowance : 200 SGD

Medical : 250 SGD

Other rights and obligations are stipulated in Company Rules and Regulations. You are obliged to comply with it and perform your duties with full responsibility.

Issued in Singapore  
April 5, 2020

Brian Smith  
Personnel Manager

### **3. Organization Appointment Letter Sample**

#### **Jones & Rickard PTY. LTD**

A.C.N., 000 074 135

Electrical & Mechanical Engineers

34 Bay Street, Botay, N.S.W. 2019

Postal Address : PO BOX 218, Botany, 2019 Australia

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September 29, 2020

Mr. Robert Adams  
Director of American Electrical Engineers Ltd.  
3555 Michigan Avenue  
Chicago, IL 60653

Dear Sir :

This letter is to confirm that American Electrical Engineers Limited has been appointed as a Representative in USA for Jones & Rickard Pty Ltd to represent us and negotiate on our behalf with industrial companies and Government corporation in respect of :

1. On site machining and service.
2. Repair and overhaul of electric motors and generators including traction equipment.
3. Repair and service of turbines and compressors.
4. Repair and overhaul of large stationary diesel engines.
5. Repair of all other types of rotating machinery.

We hope this will be the beginning of a cooperation, which will lead to the establishment of a Joint Venture for the servicing of heavy electrical and mechanical industrial equipment throughout the United States.

We look forward to working with you.

Yours faithfully,

Jones & Rickard PTY Ltd.  
Managing Director

## Unit 12 Appreciation Letter Samples

### 1. Appreciation Letter Sample

#### Eastern Continental Hotel

123 Main Street, Denpasar, Bali Telp. 62-361-567890 [www.ech.com](http://www.ech.com)

---

March 09, 2020

Amanda White

1 Orchard Road, Singapore

Dear Ms. White,

We would like to thank you for your valuable suggestion that you convey through Our Guest Satisfaction Survey. At the beginning of next month we are going to implement your suggestion. We agree with you that this would be a great help to everyone in our hotel. Ultimately, it will help us provide the best services possible to our valuable customers, including you.

We notice that you regularly stay in our hotel. We guarantee your next visit to our hotel will be more comfortable.

We really appreciate your suggestion. Therefore, this suggestion will be implemented in all of our network. We also hope to see more of your suggestion in future as it will help us improve our services. If you have any other concerns that you would like to address, please feel free to contact us at 08123456789.

Sincerely,

William Morgan

Customer Service Manager

# Unit 13 Approval Letter Samples for Granting Requests

## 1. Annual Leave Approval Letter Sample

### Kickback

121 Main Street, St. Barbara, California Tel. (1) 234 5467 [www.kickback.com](http://www.kickback.com)

---

August 1, 2022

Gary Black

Kitchen Steward

Dear Mr. Black,

In reply to your request for an annual leave as per company rules and regulation. We are pleased to inform you that we have approved your request. Your leave will begin on September 13, 2022 and you are expected to come back on September 28, 2022.

We kindly request that you coordinate with your immediate supervisor to deal with any pending work and give over your regular responsibilities a few days before you leave.

We hope you will enjoy your annual leave to the best of your family.

Sincerely,

Ben Hulk

Human Resources Manager

## 2. Approval Letter Sample for Leave

### Maxim Ltd.

1 South Street, St. Barbara, California Tel. (1) 234 5478 [www.maxim.com](http://www.maxim.com)

---

March 7, 2020

Larry Mansfield

Food Production Division

Dear Mr. Mansfield,

We have thought your request over for a leave of absence to deal with your family matters. We are pleased to inform you that it has been approved. Your leave is to begin on March 17 and you are expected to come back on April 1, 2020.

You are kindly requested to coordinate with your immediate supervisor regarding any pending work to be done and the taking over of your regular responsibilities.

We hope you will find the best solution to your family problem as soon as possible.

Sincerely yours,

Brian Moore

Human Resources Manager, Maxim Ltd.

### 3. Approval Letter Sample for Loan

#### Center Africa Bank

55/J 27th Floor, International Trade Building, Capetown Telp. (27) 456789

---

March 11, 2020

Mr. Johan Van Decoch  
1 Main Street, Capetown  
Account Number : 0000-12345  
Reference Number : 123456789

Dear Mr. Decoch,

Center Africa Bank is pleased to confirm that your application for a personal loan of \$10,000 has been approved subject to the completion of formalities. In brief, the first payment of \$308 is due 30 days after disbursement of the principal. The term of the loan is three years. Our 11 % interest rate is good for the entire term of the loan.

You are kindly requested to drop by our main office located at the Center Africa Bank Head Office at 55/J 27th Floor, International Trade Building, Capetown anytime during banking hours, within 14 days with the following documents:

1. Original copy of pay slips for one month, photocopy of which was faxed to the bank
2. Your last 2 months credit card or bank statements, showing your current address.
3. Two pieces of valid identification cards (company ID, passport or other government-issued ID with photo and signature)

If you have any questions please contact Direct Loan Customer Services at telephone number (27) 456789 from 8 am to 5 pm Monday to Friday. We look forward to the completion of your loan.

Sincerely,

Michelle Laurent

Consumer Loans Head

## 4. Approval Letter Template for Leave

[Letterhead]

---

[Date]

[Employee's Name]

[Employee's Title/Division]

Dear Mr. [Employee's Last Name],

We have thought your request over for a leave of absence to deal with [Mention the employee's reason for leave]. We are pleased to inform you that it has been approved. Your leave is to begin [Date] and you are expected to come back on [Date].

You are kindly requested to coordinate with your immediate supervisor regarding any pending work to be done and the taking over of your regular responsibilities.

We wish you will find the best solution of [Mention the employee's Endeavor/Reason] as soon as possible.

Sincerely,

[Your Name]

[Your Title]

## 5. Extension Approval Letter Sample

### ROYAL ADVENTURE

444 RIGHT STREET, OLD CITY, ST 12345 (123) 456-7890, ADMIN@ENGLLET.COM

---

July 1, 2022

John Hopkins

Bar Manager

MS Authentic Odyssey

Dear Mr. Hopkins,

This letter is to approve your request for an extension of your employment contract as a Bar Manager. The time for your contract has been extended from July 31, 2022 to August 30, 2022 as per your request.

The extension request was granted as per rules and regulations that employees are entitled to have their contract extended for the family's endeavor. Please complete the attached form to ensure the extension of the contract is validated as per your consent.

I wish you success in your future endeavors. Should you need more assistance regarding the contract, please call me over the phone at 54321 or email me at [hr@englet.com](mailto:hr@englet.com).

Regards,

Grace Lunary

HR Manager

## 6. Mortgage Pre-Qualification Letter Sample

### Sydney Realty Estate and Mortgage Services

55/J 27th Floor, International Trade Building, Sydney Telp. (61) 123456789

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February 13, 2020

Mr. George Denver  
1 Main Street, Sydney

Dear Mr. Denver,

Based on the information you have provided, we are pleased to confirm that you are pre-qualified by Sydney Realty Estates and Mortgage Services for a purchase of \$ 320,000. This amount represents 80 % financing of a home with a purchase price of \$ 400,000 with the following details :

Mortgage Product : 30 Years Fixed Rate

Term : 360 months

A final commitment and closing will be subject to an underwriter's review of the followings:

1. Satisfactory Property appraisal
2. Minimum 20% down payment
3. Your employment verification
4. Your assets verification
5. Your credit status verification
6. ....

Credit documentations shall be provided as part of our approval process. Please inform us of any adverse changes in the terms of the purchase transaction.

This pre-qualification letter does not intend or purport to confer any rights or privileges to any third parties including, but not limited to, sellers of real property.

Should you need further assistance, please contact us at our office or by phone (234) 56789. We look forward to servicing your home financing needs.

Thank you.

Barry Williams

Home Mortgage Consultant

# Unit 14 Assignment Letter Samples

## 1. Assignment of Trademark Sample

### Assignment of Trademark

This agreement entered this 5th of March, 2020 between John Williams, of 11 South Street, City of Miami, State of Florida, herein referred to as "Assignor", and Robert Stanford of 12 Main Street, City of Miami, State of Florida, herein referred to as "Assignee".

The Assignor has adopted and is using a mark registered in the United States Patent Office, Registration No. 12345, dated March 5th, 2020 and Assignee is desirous of acquiring such mark and the registration thereof.

That for good and valuable consideration, the receipt of which is hereby acknowledged, Assignor does hereby assign to Assignee all rights, title and interest in and to said mark, the goodwill of the business symbolized by said mark, along with the registration thereof, the number of which is contained herein.

Date : 2020/03/05

( Signature)

(Acknowledgement)

## 2. Formal Assignment Submission Email Sample

From: abcd@mail.com

To: professorabcd@mail.com

Dear Professor Hawkins,

My name is Christopher Williams, from your Applied Linguistics class. I am writing to submit the project you assigned to me. I attached the assignment file to this email as you instructed the class.

Best regards,

Christopher Williams

# Unit 15 Authorization Letter Samples

## 1. Personal Authorization Letter Format

### Authorization Letter

I, the undersigned,

Name : .....

Position : .....

Address : .....

authorize the person mentioned below to act on my behalf in all possible manners

Name : .....

Position : .....

Address : .....

to (to do certain duties / task / instruction) .....

This authorization letter is valid for a week.

Date,

signature

[Your Name

## 2. Bank Authorization Letter Sample

1234 Hamilton Road  
Hamilton, Bermuda 56789

April 3, 2020

Mr. John Williams  
Bank of Hamilton's Manager  
6789 Hamilton Road  
Hamilton, Bermuda 56789

Re : Account Number 123456

Dear Mr. Williams,

Please be informed that Mr. Jack Major is authorized to act on my behalf regarding this account from April 17, 2029 until May 27, 2020. I will be in Mecca, Saudi Arabia and will not be able to attend to my affairs. During the mentioned above dates, Mr. Jack Major is authorized to withdraw funds, deposit funds, write checks, and initiate wire transfers from this account.

Please call me at this number 2223333 if you have any questions.

Sincerely,

George Major

### **3. Business Authorization Letter Sample**

**Natural Lobster Hut**  
111 Main Street Boston, MA 34567

---

Authorization Letter  
Number 212/HM/AL/07/2020

I, the undersigned,

Name : Robert Marley  
Position : The Owner of Natural Lobster Hut  
Address : 111 Main Street Boston, MA 34567

authorize the person mentioned below to act on my behalf in all possible manners

Name : Cupid Marley  
Position : The Manager of Natural Lobsters Hut  
Address : 100 Main Street Boston, MA 34567

to withdraw money at \$ 500 with a check number 523567-B in the Bank of America, Boston.

This authorization letter is valid for a week.

July 3, 2020

*signature*

Robert Marley

## 4. Company Authorization Letter Format

### Company Letterhead

---

Date .....

### Authorization Letter

Number .....

I, the undersigned,

Name : .....

Position : .....

Address : .....

authorize the person mentioned below to act on behalf of [Company's Name] in all possible manners

Name : .....

Position : .....

Address : .....

to do the following duties :

.....

.....

.....

.....

This authorization letter is valid for a week.

Date,

signature

[Your Name]

Company Title

## **5. Personal Authorization Letter Sample to Pick up Parcels**

### **Authorization Letter**

4555 Lower Honoapiilani Road

Lahaina, HI 96761

(808) 669-1111

May 14, 2020

Postmaster

7777 Wili Pa Loop

Wailuku, HI 96793

(808) 572-4444

Dear Sir :

I am writing to authorize Mr. John Young to act on my behalf in all possible manners to pick up all my parcels sent by Happy Gifts Services, including signing all of the documents relating to these matters.

This authorization is valid for two weeks from May 14, 2020 to May 28, 2020.

May 14, 2020

Signature

Dr. Joan Ohara

## 6. Personal Authorization Letter Sample to Get Airline Ticket and Other Documents

### **Authorization Letter**

2345 Patterson Road

Beechwood, OH 45433

July 2, 2020

To Whom It May Concern:

I, the undersigned, hereby authorize Mr. Bary Dickens to act on my behalf in all possible manners to get my airline ticket to Georgetown, Cayman Islands and other documents, including signing all of the documents relating to these matters.

This authorization is valid for two weeks from July 2, 2020 to July 16, 2020.

July 2, 2020

*signature*

Dr. William Brown



# Unit 17 Booking Letter Sample

## 1. Hotel Booking Letter Sample

Ronald Smith  
1 South Street, Miami, FL 32004  
USA

April 10, 2020

Front Office Manager  
Park Hotel  
Jl. PHH Mustofa, Bandung  
Indonesia

Dear Sir:

I would like to reserve a single room for 8 days at about 50-70 dollars per day. I am planning to leave Miami on April 17 and should arrive in Bandung on the night of April 19, 2020.

Would you please confirm this reservation at your earliest convenience? I would also kindly request that you send me some information about Bandung.

I thank you very much for your assistance.

Sincerely yours,

Ronald Smith

# Unit 18 Cancellation Letter Samples

## 1. Account Cancellation Letter Sample

### Bank Central Bali

No. 1 Jl. Pendawa, Denpasar, Bali Telp. (0361)479865 www.bcb.com

---

March 9, 2020

Yasuaki Nagawa

3 Jl. Brahma, Denpasar

Dear Mr. Nagawa,

Account Cancellation

We would like to inform you that your credit account number 123456789 has been temporarily disabled due to delay in payments. We have taken every measure to resolve your consistently late payment of your bills for the last few months. According to our policy, any client who is not able to follow the terms shall be subject to deactivated accounts.

We have been trying to contact you for two weeks but we have not received any response from you. Therefore, we assume that you are having a financial problem. Nevertheless, we are pleased to give you the opportunity to resolve the problem. We believe we will be able to do more business transactions with you.

We kindly request you to contact us at our customer service center so that we can make an agreement on how you can settle your accounts. Although we will offer you another way of payment, we are temporarily canceling your account. We thank you for your good cooperation in this matter.

We look forward to hearing from you as soon as possible.

Sincerely yours,

Danny Suroso

## 2. Meeting Cancellation Email Sample

To: abc@business.com, def@business.com

cc: manager@business.com,

Subject: Meeting Cancellation

Good morning everyone,

I hope this email finds you all well. Following our scheduled meeting tomorrow, I have decided to cancel the meeting for two reasons. Firstly, our whole division suddenly needs to gather in an urgent meeting. Our Division Manager just sent an invitation email yesterday afternoon.

Secondly, the key person who is supposed to talk in our scheduled meeting had a car accident this morning. So, the meeting will be rescheduled. A further written notice will be delivered to you all by me as soon as possible.

Thank you for your understanding.

Best regards,

Helen Macapagay

Marketing Manager

# Unit 19 Christmas Letter Samples

## 1. Christmas Letter Sample from a Company

### Knit Master

12 Main Road, Victoria, Seychelles, Tlp. (248) 1234567 [www.knit.com](http://www.knit.com)

---

December 20, 2020

Jack Goldstein  
1 South Road, Victoria

Dear Mr Goldstein,

On behalf of the management and staff, we would like to wish you and your family a Merry Christmas and happy new year.

It has been our pleasure to serve you and your family. We pray that you will continue to prosper in health and wealth. We are confident that our good works to the unfortunate in our congregation and our neighborhood will continue to grow.

We wish you the best Christmas as you celebrate the meaningful birth of Jesus Christ.

Sincerely,

Brian Smith

## 2. Christmas Letter Sample for Mother and Father

December 18, 2021

Don and Dorothy Thomas

987 Hedge Lane, Dunedin

Dear Dad and Mom,

It has been so long since the last time I saw you both. And I really want and plan to see you this Christmas. Unfortunately, I won't have enough time to celebrate it with you there since all of sudden I have to be on duty early after Christmas day. Therefore, I would like to wish both of you a Merry Christmas and happy new year from this long distance. Hopefully, without my presence, this letter finds both of you healthy and happy.

Mom and Dad, next Spring I will have a week break. The first thing I am going to do is to run to you and hug you. You know how much I have missed you.

I am wishing you a million times, Mom and Dad, the best Christmas ever as you celebrate the meaningful birth of Jesus Christ and welcome the new year.

Your Loving Daughter,

Donna Thomas

### **3. Short Christmas Letter Sample**

Joe Mannise

2 North Road, Alexandria

December 17, 2021

Ben Cartwright

1 South Road, Victoria

Dear Mr. Cartwright,

As your student, I would like to wish you and your family a Merry Christmas and happy new year.

I wish you all the joy and health as you celebrate the Christmas and New Year Holiday.

Sincerely,

Joe Mannise

# Unit 20 Circular Letter Samples

## 1. Circular Letter Announcing a New Company Plan

To : All Employees  
From : Danny Williams  
Date : October 3, 2020

Our success to become a part of Altair Industries last year is something that we need to review in the hope that we can enthuse ourselves in setting our next goals in future. I herewith would like to share with you my thought and plans about the area I believe are important to all of us in years ahead.

### Productivity

I am sure that you are all aware of the effort throughout our country to improve productivity. Over the past year, we have made heavy capital investment to improve our position. Productivity, however, depends not only on the acquisition of more efficient equipment but also on the commitment of each employees to see creative ways using resources most efficiently.

### Marketing and Sales

You may be aware that our **Target Sales** program has helped us improve our sales by over 15 percent. Although that result is gratifying, it is not large enough to offset the weak position in which we found ourselves two years ago. Therefore, I am setting a goal of 25 percent increase in sales for this next year.

I hope you share the excitement I feel as we implement these plans. Indeed, you must actively participate if they are to have a chance for success.

## **2. Circular Letter Announcing the Change of Address**

### ***ZZZZ Limited***

17 Orchard Road, Beechwood, OH 45432

---

December 2, 2019

Mr. David Simmons  
Personnel Manager  
Calculate industries, inc  
3275 Commercial Park Drive  
Bonneville,MI49474  
Dear Sir,

We are pleased to inform you that we are going to move from old premises at No. 17 Orchard Road to No. 115 Orchard Road due to our needs of larger spaces for increasing orders from our customers.

In the last five years , we have grown well with your relation and cooperation. Therefore, we request that you send all your communications as of January 1, 2020 to our new address.

We believe that the new place will be more beneficial for you.

Yours faithfully,

George Williams

### **3. Circular Letter for Competition**

To : All Dining Room Staff

From : Desmond Downer

Date : June 30, 2020

The Dining room Manager is expected to develop our standard of service in our hotel dining room.

In this connection, I hope all of the dining room staff will give the brilliant idea to design our table positioning which can make our guests' expectations reached.

The design must be submitted to the Dining room manager on July 15, 2020. Everyone is invited to send more than one design. The best 3 selected designs will be used in our dining room in a monthly turn. Everyone whose designs are selected will be rewarded by the Hotel Director.

## 4. Circular Letter Announcing the Change of Address Format

[Letterhead]

---

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear Sir,

We are pleased to inform you that we are going to move from old premises at [Old Address] to [New Address] due to our needs for larger spaces for increasing orders from our customers.

In the last [Number] years , we have grown well with your relation and cooperation. Therefore, we request that you send all your communications as of [Date] to our new address.

We believe that the new place will be more beneficial for you.

Yours faithfully,

[Your Name]

[Your Title]

## 5. School Circular Letter Sample

### Circular Letter

Number: \_\_\_\_\_

In order to increase the safety and security of our campus, we herewith announce that all of University of Saint Barbara students abide by the following rules and obligations :

1. ....
2. ....
3. ....
4. ....
5. ....

There will be official staff assigned to make sure all parties obey these rules and obligations. Firm actions will be taken to those who did not obey or violate obligations mentioned above. If there is something related with these new rules and obligations, please contact the official staff on duty at (345) 67890.

Thank you for your attention and participation.

Saint Barbara, April 24, 2020

Noah Williams

Rector

# Unit 21 Collection Letter Samples

## 1. Debt Collection Letter Sample

### Shoes Incorporated

111 Broad Street

Columbus, MI 48001

---

August, 05 2020

Clearance Holland  
Purchasing agent  
Columbus Shoe Street  
Columbus, MI 48002

Dear Mr. White:

We are concerned that we have not heard from you about your overdue account of US \$742 even though we have written 3 times in the past 90 days. Since you have always been one of our best customers, we have to wonder whether some special circumstances have caused the delay. If so, we can discuss the matter as soon as possible.

By sending us a check today, you can preserve your excellent credit record. Because you have always paid your account promptly in the past, we are sure that you will want to settle this balance. We will be happy to work out satisfactory payment agreements.

Please use the enclosed envelope to send in your check or call (800) 526-1945, toll-free, to discuss your account.

Sincerely,

Suzy Doherty

Credit Department

## 2. Final Debt Collection Letter Sample

### Furniture King of Boston Ltd.

10 Beverly Street, Boston 12345, Phone 1234567

---

April 22, 2020

Good Buy Furniture Shop

123 Haverhill Street

Boston, 12345

Dear Good Buy Furniture Shop:

We have tried to settle this matter but your account has not been paid yet and is long overdue. If you do not perform your obligation to pay your debt of US \$5,400, we will turn your account over to our collection agency Boston Revenue Services for collection.

We know that our action will damage your credit rating and your ability to do business with other companies. To avoid this, we really urge you to contact us today to find the best collection process or make immediate payment in full today.

We really enjoyed doing business with you. Unfortunately, if you do nothing today, we are forced to turn it over to the agency mentioned above.

Sincerely,

John Churchil

# Unit 22 Complaint Letter Samples

## 1. Complaint Letter Example for Bad Product

**Simmons Co.**

**No. 1 Straight Road, St. Barbara, California 92345, Phone/Fax 1234567**

---

March 30, 2017

Mr. Danny Douglas

Total Company

679 South Street

St. Barbara, California 123456

Dear Mr. Douglas

We have received our order #12345 on time but we found out that five boxes of the clothing were not in good condition. They were stained with dirty oil spillage.

We are pleased if one of your representatives could come over to check and find the solution to this problem.

We are really looking forward to hearing from you.

Sincerely,

Michael Maximus

Purchasing Manager

## **2. Complaint Letter Sample for Damaged Goods**

### **American Textile Ltd**

**555 Main Street**

**Springfield, OH 45321**

**(513) 683-8111**

---

September 29, 2020

Caribbean Textile, Inc

5220 West 22nd Street

New York, Y 10062

Dear Sir :

We hereby inform you that we have received the goods we ordered in a timely manner. However, after we checked, there were several items that were not in accordance with our orders and some others were damaged. This causes delays in delivery of goods to our customers so that they feel disappointed with the delay and switch to another company. This is totally unacceptable and could damage our reputation.

Therefore, we hope that you are willing to re-examine the item and immediately replace the damaged goods. We do not want this incident to happen again to avoid disappointment to all parties in future.

We look forward to hearing from you as soon as possible.

Sincerely,

Paul Green

Purchasing Manager

### **3. Complaint Letter Sample for Delayed Order**

#### **American Textile Ltd**

555 Main Street, Springfield, OH 45321 (513) 683-8111

---

September 29, 2020

Caribbean Textile, Inc  
5220 West 22nd Street  
New York, Y 10062

Dear Sir :

We hereby inform you that our order has been delayed for a week. Consequently, many of our customers feel disappointed with this delay and go to another company. This is certainly unacceptable and could damage our reputation. Therefore, we hope that you can send our order as soon as possible.

We do not want this incident to happen again to avoid disappointment to all parties in future.

We look forward to hearing from you as soon as possible.

Sincerely,

Paul Green

Purchasing Manager

## 4. Complaint Letter to a Bank

### **Roman Britain Ltd.**

No. 1 Great Portland St, Camden Town, Phone 020-77777 5555

---

April 1, 2020

Mr. Freddy Taylor

Manager of Camden Bank

No. 123 Great Portland St, Camden Town

Dear Mr. Taylor,

We got a notification letter from Norris Ltd ,which is our long loyal client, that the check we provided as our payment could not be drawn in your bank with understandable reason. We have checked that our balance is much more than the amount of money in the check. Therefore, we would like to have this problem solved.

In future, we really expect this incident not to happen again because it really damages our reputation and our company development.

We are really looking forward to hearing from you as soon as possible.

Sincerely,

Desmond Fernandez

Purchasing Manage

## 5. Consumer Complaint Letter Sample

### Television Services

501 Main Street  
Springfield, OH 45321  
(513) 683-8100

---

September 29, 2020

General Television, Inc  
5321 West 23rd Street  
New York, 10062

Dear Sir :

On July I ordered nine TV tuners for your model MX-15 color receiver. The tuner part number was TR-5771-3. On August 5th I received the tuners labeled TR-413-7. I immediately returned these tuners with a note indicating the mistake had been made. However, not only have I failed to receive the tuner ordered, but I have also been billed repeatedly.

Please either send me the tuners I ordered or cancel my order. I have enclosed a copy of my original order and the most recent bill.

Sincerely,

Robert Springfield

# Unit 23 Compliment Letter Samples for Business Owners, Staff and Customers

## 1. Compliment Letter for Production Staff

### Knit Master

12 Main Road, Victoria, Seychelles Telp. (248) 1234567 [www.knit.com](http://www.knit.com)

---

November 10, 2020

Jack Williams

4 Main Road, Victoria

Dear Mr. Morgan,

We would like to compliment you on getting the highest sales ever in our company. We know that you have spent a lot of time and energy redesigning and improving our products so that more and more people turn to our products.

We are confident that with these big sales, our company will lead the market. And at the end of the day, all of us will have good impacts.

Thank you for your hard work.

Sincerely,

Brian Smith

Owner

## 2. Compliment Letter for Sales Staff

### **Knit Master**

12 Main Road, Victoria, Seychelles Telp. (248) 1234567 [www.knit.com](http://www.knit.com)

---

November 10, 2020

Jack Williams

4 Main Road, Victoria

Dear Mr. Morgan,

We would like to show you our greatest appreciation of our sales staff performance. Looking at our recent sales increase, we are very impressed and proud of your extraordinary hard work. This is really amazing work, with this steady increase in our sales volumes, we are sure that we can lead our market. In the end, we are sure that we will be able to increase our prosperity.

Finally, we would like to thank you for this success.

Sincerely,

Brian Smith

Owner

### **3. Compliment Letter from Employer/Owner**

#### **Knit Master**

12 Main Road, Victoria, Seychelles Telp. (248) 1234567 [www.knit.com](http://www.knit.com)

---

March 12, 2020

Ronald Morgan

4 Main Road, Victoria

Dear Mr. Morgan,

We would like to show you our greatest appreciation for your sincere efforts in the success of our company's exhibition.

Your hard work and guidance to the team is really appreciated by everyone. We are aware of the extra hours you and the team had to put in. Therefore, the company will give you and the team member a special bonus on our next pay day. We are also arranging a small gathering to celebrate our success on Friday.

Finally, we would like to show our gratitude to you for this success.

Sincerely,

Brian Smith

Owner

## 4. Compliment Letter from Satisfied Customer

November 2, 2020

Owner of Food Master

112 Southern Road

Victoria, Seychelles

Dear Sir,

I am obliged to express our amazing experience when I was served by your waiter, named John Stewart on November 1, 2020. I am allergic to certain food that your restaurant normally serves to all of the customers. He really listened to what I explained to him regarding this matter. He sincerely noted down everything I ordered. Therefore, I felt I was served beyond comparison. I have never been treated better in my life. I have been to many restaurants and served by many waiters. Honestly, John Stewart was the best. He really paid attention to details in every possible manner.

I am aware of the hard work all of the waiters have to do but John Stewart does not show it. Therefore, I feel that I have to let you know how good this person is. I really want to make sure you and your company notice it.

Finally, I would like to show our gratitude to you for this wonderful waiter. I am really looking forward to being served by him again in the near future.

Sincerely,

Ronald Morgan

# Unit 24 Condolence Letter Samples

## 1. Condolence Letter on Father's Passing

### Boston Language School

1234 South Street Boston MA 1-350-15364

---

November 4, 2020

Charles Wright  
111 North Street  
Boston, MA

Dear Mr. Wright:

We would like to express our great sorrow and sympathy on your father's passing away on November 4, 2020.

Although we were saddened by his loss, we are very proud to be part of his life. We have heard so much about him and his work on American English Linguistics. We believe that his work will always stay with us.

We hope that you will soon find comfort in this time of sorrow.

Yours sincerely,

Bill Hassle

## **2. Condolence Letter on Mother's Passing**

### **Natural Beauty Food**

1234 South Street Boston MA 1-350-15364

---

November 3, 2020

Charles Wright  
Gift Restaurant  
111 North Street  
Boston, MA

Dear Mr Wright ,

We would like to extend our deepest sympathy on behalf of our staff at Natural Beauty Food on your mother's passing today.

We know that you have talked many times about your mother's misery facing her diabetic. We are really saddened just like you are by this but we should share your relief that she is now in peace. She was such a wonderful woman.

Please let us know if there is something we can do for you.

Yours sincerely,

Paul Brown

# Unit 25 Confirmation Letter Samples

## 1. Employment Confirmation Letter Sample

### New Kingdom Korean Restaurant

1 Beach Street #111 San Francisco, CA 94133 Phone (415) 673-1111 [www.kingdom.com](http://www.kingdom.com)

---

March 17, 2020

Robber Simmons

Bay Restaurant

1122 Post Street

San Francisco, CA 94109

(415) 673-7777

Dear Mr. Simmons,

RE : Letter of Employment Confirmation For Christina White

In reply to your reference request letter for Christina White, I confirmed that she has worked as Restaurant Manager at New Kingdom Korean Restaurant for five years, since March 1, 2008. She works ten hours a day, 6 days a week. Her monthly salary as of 1/1/2020 is \$ 2,000.

Should you need more information, please contact me at (415) 673-1111 or email me at [direction@kingdom.com](mailto:direction@kingdom.com)

Sincerely,

Bob Ashley  
Owner

## 2. Meeting Confirmation Letter

### **Knitted Master**

1 Main Street, Victoria, Seychelles Telp. (248) 2345678 [www.knitmaster.com](http://www.knitmaster.com)

---

March 10, 2020

John Hopkins  
123 Northern Street, Victoria

Dear Mr. Hopkins,

I would like to confirm on what we have agreed last Monday that we are going to have a meeting in our office this Friday (March 15, 2020) at nine o'clock. As we agreed, we are going to discuss a possible cooperation on producing knitted handbags and special training related to this matter.

I kindly ask you to contact me if there is something to be corrected.

Thank you for your time and effort. I am confident that our meeting will be beneficial to both of us.

Sincerely yours,

Ruth Madison  
Owner

### 3. Order Confirmation Letter Sample

#### **Knit Master**

10 Main Road, Victoria, Seychelles Telp. (248) 1234567 [www.knit.com](http://www.knit.com)

---

March 17, 2020

John Fernandez

Purchasing Manager

Lady's

1 South Road

Victoria

Dear Mr. Fernandez,

With reference to our telephone conversation this morning, I would like to confirm your order for a dozen of Knitted bags and a gross of acrylic brooch.

Your order will be delivered tomorrow by our personnel at around 9 o'clock. It should arrive at your store by 9.30.

Thank you for your attention. Should you need any help, please contact us at this number 1234567.

Sincerely,

Bob Marley

Sales Manager

# Unit 26 Congratulation Letter Samples

## 1. Congratulation Letter on Baby's Birth

November 24, 2020

Dr. Ninda Tiara  
123 Jalan Anggrek  
Bandung 40122

Dear Ninda,

We can hardly express how exciting it is to have a new baby. We are all excited to hear about Aulia's birth. We believe you and your husband must be proud to have such a nice baby girl.

Our family are looking forward to seeing you soon.

Congratulations, Ninda! We're all happy to hear you have Aulia.

Sincerely,

Dr. Erica Susanti

## 2. Congratulation Letter on Marriage

844 Panorama Way  
Aurora, Illinois 60504  
July 6, 2020

Dear Dave,

How we miss you! And how we envy you two! Congratulations, old friend, on your marriage. Your friends here knew that as soon as you became an engineer, you would engineer yourself into a marriage. Why not send us a photograph of the happy couple?

Dave, we are waiting for your letters. Fred says to put lots of different stamps on the envelope for his collection. Write soon.

Yours,

John

### **3. Congratulation Letter on Promotion**

#### **The State Junior High School of Tanjungsiang I**

Jalan Raya Tanjungsiang no. 67 Tanjungsiang Subang

---

November 23, 2020

Dr. Moris Jamaludin

Jalan Raya Tanjung 234, Tanjungsiang

Subang 42184

Dear Dr. Jamaludin:

We are very proud to learn of your promotion to the post of Headmaster of The State Senior High School of Tanjungsiang I. Please accept our warmest congratulations!

To be a headmaster at such a young age is a great accomplishment. We believe that you will be able to develop the school to the best of your ability.

Congratulations once again!

Sincerely,

Dr. Wahidin

The Headmaster

# Unit 27 Consent Letter Samples

## 1. Consent Letter from Corporation

### **International Inc.**

10 Main Road, San Francisco, CA 94012 Phone 1-234-567 [www.ic.com](http://www.ic.com)

---

March 21, 2020

I, Brian Smith, the President of International Inc. consent to Susan Doherty to register the name Knit Incorporation.

---

Brian Smith

President

## 2. Consent Letter from Parents

### TO WHOM IT MAY CONCERN:

We, (Brian Smith) and (Rachel Smith), Parents of (Robert Smith), do hereby give our consent for him to travel to Indonesia for vacation purposes with (Susan Doherty).

For the duration of his stay in Indonesia, our child will be staying with Agnes Monica Santy, at this address : Jl. Rangka Wulung Sari no. 5, Bandung 40115, West Java, Indonesia Phone : 62-22-755755555.

This Letter of Consent is being issued this Saturday of March 22, 2020 in San Francisco in compliance with immigration requirements for minors traveling to Indonesia not accompanied by or joining either parent.

Mother

Father

Rachel Smith

Brian Smith

### 3. Consent Letter to Travel with One Parent

From: Peggy Mansfield and Jack Mansfield

199 North Main Street

Saint Barbara, California 99999

Nov 25, 2021

To: American Notary USA

777 Central Street

Saint Barbara, California 99999

To Whom It May Concern,

This letter is to declare a parental consent letter for my wife, Peggy Mansfield, to travel with our daughter, Amanda Mansfield, to Juneau, Alaska, to visit my wife's parents, Brian and Susan Williams. Therefore, this declaration is to clarify that Amanda Mansfield is traveling to Juneau, Alaska, with Peggy Mansfield. Peggy Mansfield has my permission. They will leave on November 26, 2021 and return on December 4, 2021.

For your information, please see our contact information below:

Name	Amanda Mansfield
Residential Address	199 North Main Street Saint Barbara, California 99999
Phone Number	(1) 2222222
Email Address	amanda@mail.com

Name	Jack Mansfield
Residential Address	199 North Main Street Saint Barbara, California 99999
Relation	Father
Phone Number	(2) 1234567
Email Address	Jack@mail.com

Name	Peggy Mansfield
Residential Address	199 North Main Street Saint Barbara, California 99999
Relation	Mother
Phone Number	(3) 1234567
Email Address	Jack@mail.com

Signature,

Jack Mansfield

Father

Signature,

Peggy Mansfield

Mother

# Unit 28 Correction Letter Samples

## 1. Birth Certificate Name Correction Request Letter

Mark Betterman  
111 North Road, Christchurch 234567  
(64) 444433333

March 13, 2022

William Morris  
Birth, Deaths and Marriages Office  
125 South Road  
Wellington 6143

Dear Mr. Morris,

I am writing to you to have my son's birthday certificate rectified. In the certificate there was one error. The name was misspelled. It was printed "Brian Mayor". It should be "Briyan Mayor". For your information, I also attached to this letter another form of Birth Certificate request.

Do I have to pay for the fee of reprinting the certificate since all the information I filled in the previous birth certificate form was correct? I did not make any mistakes in it. I really hope that I will not have to pay for it.

I really appreciate your attention. I am looking forward to hearing from you soon.

Sincerely,

Mark Betterman

markbetterman@englet.com

## 2. Professional Mistake Correction Letter

### Knit Master

12 Main Road, Victoria, Seychelles Telp. (248) 1234567 [www.knit.com](http://www.knit.com)

---

March 13, 2020

Robert Plant  
125 South Road  
Victoria 12345

Dear Mr. Plant,

We are writing to you to rectify the wrong information we gave you the other day. One of our shop assistants told you that we would give a special discount to our customers during April this year. This special discount is actually between April to June this year.

We hope this correction will make you aware of the right information. We apologize to you for the inconvenience it may cause you.

Thank you for your attention. We look forward to serving you.

Sincerely,

Brian Smith  
Owner

# Unit 29 Cover Letter Samples and Template

## 1. Cover Letter for Marketing Manager

John Bates

567 Market St.

San Francisco, CA 99414

(415) 111-222

June 4, 2020

Mr. William Hopkins

Human Resources Manager

China Town Hotel

345 Cole St

San Francisco, CA 99417

(415) 456-111

Dear Mr. Hopkins,

Having read your advertisement in the Saturday XYZ Newspapers, I am highly confident that I am qualified for the position (a marketing manager) since I graduated from business management. Besides, I have had 5 years of experience in marketing as a marketing supervisor in ABC Company.

I have followed the growth of BCD Company for five years and I am really keen on being part of this fine organization for quite a long time. Therefore, I would really appreciate it if you could schedule my interview at your earliest convenience.

For your convenience, you can contact me any time at this number (415) 456-777 or email me at xyz@mail.com.

Sincerely,

John Bates

## 2. Cover Letter Template

[Your Name]

[Your Contact]

[Date]

[Recipient's Name]

[Title]

[Contact]

Dear Madam/Sir/Mr./Mrs. [Surname],

Please accept my application for the position you posted in [www.example.com](http://www.example.com), I am highly confident that I am qualified for the position [Title] since I graduated from [Your Major]. Besides, I have had [Number] years of experience in [Division/Sub Division] as a [Title] in [Company's Name].

I have followed the development of [Company's Name] for [Number] years and I am really keen on being part of this fine organization for quite a long time. Therefore, I would really appreciate it if you could schedule my interview at your earliest convenience.

For your convenience, you can contact me any time at this number [Your Phone Number] or email me at [Your Email Address]

Sincerely,

[Your Name]

# Unit 30 Debt Letter Sample

## Asian Bank

Jl. Jend. Soedirman no. 147 Joyo Wijoyo Building, 1st Floor, Tlp. (021)132436

---

March 14, 2020

To :  
Lionel Ronaldo  
Jl. Diponegoro 12,  
Bekasi 34567

Dear Mr. Ronaldo,

RE : Debt Repayment Reminder

On behalf of Asian Bank, I would like to remind you of the overdrawn amount on your current account. The overdraft has been going on for a month with the outstanding amount of Rp 2,000,000. Therefore, we kindly request you to top up the balance before the end of this month. Otherwise, further actions may be taken against you.

If you have already settled this amount, please ignore this reminder. I thank you for your prompt settlement.

Thank you for your transactions with Asian Bank.

Sincerely,

Partono  
Debt Officer

# Unit 31 Delivery Order Sample

<p><b>D</b>      <b>Diamond</b></p> <p>Spare parts Machinery Industries &amp; Electical Serv Orchad Road 21, Singapore Tlp. 64-6111 222</p> <p>To : .....</p> <p>Name : .....</p> <p>Address : .....</p> <p>.....</p> <p>.....</p> <p>City : .....</p> <p>Phone : .....</p>	<p><b>DELIVERY ORDER</b></p> <p><b>DO No.</b>    : .....</p> <p>Date Of DO : .....</p> <p>Number of PO : .....</p> <p>Date of PO    : .....</p>
---	---

NO	Description	QUANTITY
----	-------------	----------

	TOTAL	

Sender

Approved By,

.....

.....

# Unit 32 Demand Letter Samples

## 1. Demand Letter for Damaged Goods

### **Simmons Co.**

No. 1 Straight Road, St. Barbara, California 92345, Phone/Fax 1234567

---

March 30, 2014

Mr. Danny Douglas

Total Company

679 South Street

St. Barbara, California 123456

Dear Mr. Douglas

We have received our order #12345 on time but we found out that five boxes of the clothing were not in good condition. They were stained with dirty oil spillage.

We are pleased if one of your representatives could come over to check and find the solution to this problem.

We are really looking forward to hearing from you.

Sincerely,

Michael Maximus

Purchasing Manager

## 2. Demand Letter for Payment

Robert Simmons  
123 Main Street  
Victoria Seychelles 123456

March 25, 2014

Mr. Jack Brown  
679 South Street  
Victoria Seychelles 123456

Dear Mr. Brown

RE: OUTSTANDING MONEY

I am writing to you to let you know that you have not repaid the money I lent you on December 15, 2013. As you know, you agreed to repay the loan by March 1, 2014.

I have called you many times to talk about this but you have not answered my calls. I also have texted you a few times but you have not responded to it either.

Because I really need the money urgently, I want you to pay the loan by April 1, 2014. If you do not pay me by the above-mentioned date, I will make a claim against you in the State Court. You might have to pay legal costs and interest as well.

Please call me at this number, 248 1234 5678, as soon as possible.

Sincerely yours,

Ralph Fernandez

# Unit 33 Dispute Letter Sample

Mac Dillan

234 Macarthur Street, Omaha

February 3, 2021

Northwestern Bell Telephone Company

1234 Mcallister Street

Omaha, Nebraska 68109

Dear Sir / Madam :

Enclosed is my telephone bill for January, which you recently sent me. I am not enclosing payment because there are some charges on the bill which I question.

The long distance charge for a call to Honolulu is incorrect. I never made this call. The bill indicates the call was made on January 5. I was out of the country at that time. Likewise, the charge for the call to Chicago, made on January 10, is excessive. The statement indicates a call lasting thirty minutes, but my records show that I talked for only ten minutes.

I request that you look into these discrepancies at once. When I receive a corrected statement, I will pay the proper charges immediately.

Sincerely,

Mac Dillan

# Unit 34 Donation Letter Samples

## 1. Church Donation Letter

### **Holy Spirit Church Building Committee**

1 Second Street, San Francisco, CA 90012

---

March 25, 2020

Ben Westwood

Owner of West Rich Inc.

12 First Street

San Francisco, CA 94102

Dear Mr. Westwood:

Firstly, I, on behalf of the Holy Spirit Church Building Committee, would like to inform you of the development of our community church. We are just half way through this project. So far, we have collected sixty percents of the fund we need. Our volunteers have collected the fund through preaching and other communications and work of God.

Secondly, I kindly request you to help us participate in this holy work. No matter how small your participation is, we believe it will do a lot to this project. Please contact our committee center just at the front corner of our church's yard.

We thank you in advance for your attention and participation in this work of God.

Sincerely,

Desmond Downer  
Head of Committee

## 2. Orphanage Donation Letter

### Angel's Orphanage

123 Main Road, Victoria, Seychelles, Tlp (248) 7654321 [www.angel.com](http://www.angel.com)

---

March 13, 2013

Brian Smith

The Owner of Knit Master

1 Main Road, Victoria

Re : Donation Appeal

Dear Mr. Smith,

We are writing to appeal to your kindness of improving the lives of our less fortunate children around us here at Angel's Orphanage in Victoria.

We are confident that no matter how much you can donate to our orphanage house, it can change the life and the future of our fifty orphan children. These children have been neglected or dumped by their parents or relatives for one reason or another. Therefore, it is our responsibility, as the parts of the neighborhood, to lend a hand.

We would like to request your generosity through cash, clothes or food. For your convenience, should you need our personnel to collect whatever you would like to give us, you can call us at 7654321 between Monday to Saturday. Our personnel will happily come to your requested place.

Thank you. We look forward to hearing from you.

Sincerely,

Ben Morgan

Angel's Orphanage Coordinator

### **3. School Donation Letter**

#### **Heart Foundation**

123 North Road, Victoria 56789, Seychelles Phone 248-123456 [www.heart.com](http://www.heart.com)

---

March 6, 2021

Bill Jobs  
Macrohard Inc.  
11 First Street  
San Francisco, CA 90012

Dear Mr. Jobs:

Re : Appeal For Donation

We have read your profiles on your personal website. We notice that you have a special attention to the education of the poor children. Therefore, we kindly request that you help our foundation run the schools for the children by giving us anything you would like to give. At the moment, we are short of notebooks, English textbooks, food and clothes (new or used).

For your consideration, allow us to introduce our foundation. Heart Foundation was established by Mr. Steve Gates and Jack Warren in 2002. In the first year, we ran a free Middle School for children who were not able to pay the tuition fee. Three years after that, 2005, we established a free High School for these children. This decision was made because based on our survey, the children that graduated from our Middle School were interested in continuing their study, but they still needed our support. Beside schools, we also provide the children with boarding houses and food including some daily clothes.

For your information, please allow us to let you know more about the children and their families. Most of our children have families who live in remote villages. Their parents are farm laborers who earn between \$1 - \$2 per day. Their houses are 3 to 5 miles away from our schools. That's why we

decided to provide them with a boarding house. Some of our children are orphans. Some others are neglected children. Their father goes to the city to find jobs but never comes back for years.

At the moment we have 72 Middle School Children and 84 High School Children. Only seventy of them stay in our boarding house. The others live with their parents whose house is less than three miles (4.8 kilometers). These children usually walk to school. Due to the limits of our budget for providing more rooms for them, we prioritize the children whose house is more than 3 miles away.

We really appreciate everything you have done to these unfortunate children. Should you need more information, you can contact us at the Heart Foundation's number or my personal number at 248-1237777 any time. We thank you very much for your generosity.

Sincerely yours,

Jack Warren

Founder

# Unit 35 Employee Medical Report

## Employee Medical Status Report

Name : Danny Hopkins  
Date of Birth : 12/27/1986  
Employee ID : 882345  
Position : Cook  
Diagnosis : HNP  
Treatment Rendered and Response :

Analgesia and Multivitamin

---

Medication required on a daily basis if any :

None

---

Mandatory Discharge Information : ded

Is Employee fit for duty ? Yes ..... No .....

What restrictions if any ? Duration of restrictions & specific limits eg : time, weight etc. :

None

---

---

Maximum Medical Improvement : Yes ..... No .....

The definition of Maximum Medical Cures as follows : The accepted legal standard holds that maximum cure is achieved when it appears probable that further treatment will result in no betterment of the employee's condition. Thus, where it appears that the employee's condition is incurable or that future treatment will merely relieve pain and suffering but not otherwise improve the employee's physical condition, It is proper to declare that the point of maximum cure has been achieved.

Date : .....

Physician's Signature : .....

Physician's Name(Print) : .....

### Employee Medical Status Report

Name : Danny Hopkins

Date of Birth : 12/27/1986

Employee ID : 882345

Position : Cook

Diagnosis : HNP

Treatment Rendered and Response :

Analgesia and Multivitamin

---

Medication required on a daily basis if any :

None

---

Mandatory Discharge Information : ded

Is Employee fit for duty ? Yes ..... No .....

What restrictions if any ? Duration of restrictions & specific limits eg : time, weight etc. :

None

---

---

Maximum Medical Improvement : Yes ..... No .....

The definition of Maximum Medical Cures as follows : The accepted legal standard holds that maximum cure is achieved when it appears probable that further treatment will result in no betterment of the employee's condition. Thus, where it appears that the employee's condition is incurable or that future treatment will merely relieve pain and suffering but not otherwise improve the employee's physical condition, It is proper to declare that the point of maximum cure has been achieved.

Date : .....

Physician's Signature : .....

Physician's Name(Print) : .....

# Unit 36 Employment Letter Samples

## 1. Employment Letter Sample for New Employee

### Archipelago Cruise Line

321 Straight Road Bandung, 40124  
(62) -22-721-1579

---

February 26, 2022

Mrs.Barbara Supriyatno  
157 Orchard Road  
Singapore

Dear Mrs Supriyatno:

Please accept our pleasure to confirm your being employed by our company for the position of System Manager at MS Gorgeous Voyager. You will report directly to the ship's Human Resources Manager in Semarang on April 21, 2013.

Your salary shall be US \$ 20 per hour and you will be working for eight hours a day. If you agree, please sign the enclosed copy of this letter and submit it to us for our files.

Everyone here at Archipelago Cruise Line is looking forward to working with you.

Sincerely,

Prana Pramudia  
Human Resources Manager



## 2. Employment Letter Template

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**[Letterhead]**

---

[Date]

[Employee's Name]

[Employee's Street Address]

[Employee's City Address]

[Country] [ZIP Code]

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

Please accept our pleasure to confirm your being employed by our company for the position of [Job Title] at [Office's Name or Other Location]. You will report directly to the [Job Title] in [City] on [Date].

Your salary shall be [Amount of Money and its Currency] per hour and you will be working for [Number] hours a day. If you agree, please sign the enclosed copy of this letter and submit it to us for our files.

Everyone here at [Company's Name] is looking forward to working with you.

Sincerely,

[Your Name]

[Your Title]

### 3. Employment Verification Letter for Definite Person

#### Diamond Hotel

77 South Road, Kingston, Mauritius, Tlp (248) 1234567 [www.diamond-hotel.com](http://www.diamond-hotel.com)

---

November 9, 2021

Paris Hillman

Bank of Mauritius

77 South Road,

Kingston 66666, Mauritius

Dear Mr. Hillman,

This letter is to certify employment and income for Mr. Don Johansson. He has been employed at Diamond Hotel for five years and has been holding the title of Chief Housekeeper for two years. Our company is located at 999 Second Street, Kingston. His current salary is US \$ 5,000 per month with an additional annual bonus of US \$ 6,000. His monthly pay slip is attached to this letter.

All of the information provided is correct to the best of my knowledge. If you have any questions regarding Mr. Don Johansson's employment, please contact me at 123456 or email me at [humanresouces@diamond-hotel.com](mailto:humanresouces@diamond-hotel.com).

Sincerely,

Ben Wright

Human Resources Manager

## 4. Employment Verification Letter for Indefinite Person

### Knit Master

12 Main Road, Victoria, Seychelles, Tlp (248) 1234567 [www.knit.com](http://www.knit.com)

---

September 16, 2019

Re: Employment Verification for Mr. Jack Williams

To Whom It May Concern:

This is to certify that Mr. Jack Williams is an employee at Knit Master. He has been working as Quality Control Manager from January 21, 2014 to current date. His gross salary is 52,000 per annum.

If you have any questions regarding Mr. Jack Williams Employment, please contact us at 081234567.

Sincerely,

Brian Smith

Owner

# Unit 37 Endorsement Letter Samples

## 1. Endorsement Letter for Research Training Sample

Department of Electrical Engineering

# Easvard University

Longwood Ave, Boston, MA 02115, United States

---

July 04, 2022

Professor Jane Doherty

Department of Electrical Engineering

Queen University

Southampton, UK

Dear Professor Doherty,

I am writing to endorse Dr. Ben Hilton for a Research Training Fellowship in Electromagnetic Fields. I firstly got acquainted with Dr. Hilton in 2017 when he spent a year learning research techniques in my laboratory. In addition to that, I was his supervisor when he obtained his Doctor degree for his work.

Dr. Hilton is worth rewarded with this fellowship award for his professional, academic and attitude integrity and capability. Spending 2 years in Easvard University, he demonstrated an excellent research skill and exceptional collaboration skills. Likewise, he has become a young meticulous, experienced microscopist who is personable and reliable.

Dr. Hilton is a highly energized young man whom I really endorse to get this research training fellowship. I am highly confident that he will do well in this program and he will be able to influence a lot of academic society members to follow his initiatives and creativity.

Sincerely,

Dr. Amanda White

## 2. Endorsement Letter for Employee Promotion and Recruitment

### Knit Master

10 Main Road, Victoria, Seychelles, Tlp (248) 1234567 [www.knit.com](http://www.knit.com)

---

March 15, 2013

Danny Hopkins

1 South Road

Victoria

Dear Mr. Hopkins,

I am pleased to endorse Katty Doherty, our Shop Assistant Head as a Marketing Assistant Manager. She has been working in an excellent manner for about 4 years. She also has been dedicated herself to learning and practicing marketing strategies of our company.

I am confident she will have a lot of initiatives and creativities in increasing our sales. Besides, she is also used to working under pressure smoothly.

Sincerely,

Brian Smith

Director

# Unit 38 Explanation Letter Samples

## 1. New Product Explanation Letter

### Knit Master

1 Main Road, Victoria, Seychelles, Tlp (284) 12345678 [www.knit.com](http://www.knit.com)

---

March 10, 2020

Jack Morgan

234 First Street, Victoria

Dear Mr. Morgan,

In reply to your letter dated March 4, 2020, we are pleased to explain our latest products to you.

Our latest product, Pearl Knitted Handbag, is exclusively designed for our partner in San Francisco. They brand it "Legit". This handbag is made of the best woolen thread and coated with satin cloth and decorated with artificial colorful pearls.

If you are interested in this product, we are pleased to give the opportunity to resell it with your own brand.

The price of this product is US \$ 25. The minimum order is 200 pieces. So far, we can manufacture 100 pieces a day.

I am confident that your customer will love this beautiful handbag as a lot of people in San Francisco do. Therefore, we are eager to work together with you.

Thank you for your attention and effort. I am looking forward to hearing from you.

Sincerely yours,

Susan Doherty  
Production Manager

# Unit 39 Farewell Letter Samples

## 1. Farewell Letter Sample to Staff

George William

Vice President

Royal Archipelago Cruise Lines

March 7, 2020

To

All Staff

Royal Archipelago Cruise Lines

Dear Staff,

Goodbye

I have served this company for 30 years and it is time for me to retire. I have learned and grown with this noted cruise line from a stateroom attendant to my current position of Vice President. This company has given me the best tools and environment to grow. I'm sure it will do the same to you. Just be the best of yourself and grow here.

I will leave you at the end of this month. I am going to miss all of you as I am really proud of being your partner and friend here. Nevertheless, I cannot fight against time. I just hope that all of you will make good progress as the time goes by.

I really appreciate your strong and sincere support during my tenure. It would be nice to have you contact me during my retirement.

Best Wishes,

George William

# Unit 40 Friendship Letter Samples

## 1. First Introduction of Friendship Letter

Ron Goldstein

401 Joaquin Street  
Modesto, California 95354

January 10, 2020

Devi Susanti  
Jl. Soedirman no. 5

Bandung, 40120

Indonesia

Dear Devi,

With this letter I would like to introduce myself to you as a new pen pal. I am eighteen years old and have just graduated from Ceres high school in this country. Before entering high school I studied for nine years in elementary and middle schools. I will enter university in a few months to prepare to be a doctor. I hope eventually to specialize in pediatrics , but other medical specialties interest me too.

My interests, besides my studies are art, music, and sports. I especially enjoy swimming, horseback riding, and skiing. It doesn't snow where I live, so when the skiing comes, I have to travel to the mountains for about two hours by car.

I love pets, and if I did not want to be a “human” doctor so much, I think I would study veterinary medicine. I have a friendly old cat who sleeps all day. My sister Andrea has an enormous German shepherd dog. Of course, the cat and the dog do not get along at all.

I am enclosing a photograph of myself and my family. I would like to hear from you. Please write with information about yourself, your family, and life in your country. I look forward to being your pen friend and sharing some of the events in my life with you, even though it must be at such a long distance.

Your friend,

Ron

## 2. First Reply to Friendship Introduction Letter

Devi Susanti  
Jl. Soedirman no. 5  
Bandung, 40120  
Indonesia

February 1, 2020

Ron Goldstein  
401 Joaquin Street  
Modesto, California 90012  
USA

Dear Ron,

I am pleased to have you as my new pen pal. I am sixteen years old. I am in the first year of my Senior High School 3, Bandung. Before entering high school, I studied for six years in primary school. We name this school SD which stands for Sekolah Dasar. After that I also studied for three years in Junior High School. This is called SMP which stands for Sekolah Menengah Pertama.

I love reading, writing and listening to pop music. I also like dancing and cooking. It is hot in my country but my city is quite cool because it is surrounded by mountains. It just takes thirty minutes to go to the mountains around Bandung by car or motorcycle.

I love pets too. But most of the people here prefer cats to dogs. I also have an old cat whose name is "Empus". My only brother, Ujang, has some beautiful birds. Once, one of his birds became the champion of a bird contest. His bird could sing the most beautiful songs. He got ten million rupiahs (about \$ 1,000) for this.

I am sending you a photograph of myself and my family too. I would like to hear from you again to share some of the events in your life with me. Though it is such a long distance, who knows we will ever meet. Ron, I am really delighted to be your friend.

Best wishes,

Devi

# Unit 41 Fundraising Letter Samples

## 1. Fundraising for Neglected Children's Education Letter

### Bus Station School

Bus Station of Bandung City, Indonesia Telp. (62)88881234567 [www.station.org](http://www.station.org)

---

March 14, 2020

Bob Marley

Owner of Ocho Rios Enterprise

1 First Street, Ocho Rios, Jamaica

Dear Mr. Marley,

Re : Fundraising For Neglected Children's Education

Bus Station School is a school organized by volunteers who cares for the neglected children in Bandung. We mainly provide the children with free education from Elementary School to Secondary school. It depends on the availability of the fund, we also sometimes provide the children with food and clothes.

To keep up with giving this free education and food, we rely on irregular donated funds from all over the world. Therefore, we request your participation in changing the life of around a hundred poor children each year.

Your donation will be spent on providing them food, books, and other education facilities such as pens, tables etc. You can check the funds we spend on our website. We deliberately enlist all the people, organizations or enterprises who have given us donations.

Finally, we would like to thank you for your attention to our organization. If you have any queries regarding our organization, besides checking our websites, you can contact us at [coordinator@station.org](mailto:coordinator@station.org).

Sincerely,

Usep Subarja

Coordinator

# Unit 42 Guarantee Letter Samples

## 1. Personal Guarantee Letter Sample for Visa Applicant

### Letter of Guarantee

2020/02/21

To Ambassador/Consul-General of South Africa  
in Makati

#### Visa Applicant

Nationality : Philippines  
Occupation : Nurse  
Full Name : Grace Santos  
Sex : Female  
Date of Birth : 1974/09/

I will guarantee the following items regarding the above-mentioned applicants' entry into South Africa:

1. Expenses for the applicant's stay in South Africa.
2. Return travel expenses.
3. Compliance with South Africa Laws and Regulations.

I hereby declare that the above is true.

**Guarantor**

Address : No. 10 South Street, Makati

Occupation/Name of Organization : Doctor

Full Name : Raul Ramos

Date of Birth : 1964/08/17

Telephone Number : (63) 1234 5678 Extension (256)

Fax Number : (63) 1234 5679

Relation With The Applicant : Brother

Signature,

Raul Ramos

# Unit 43 Illness Letter Samples

## 1. Illness Letter Sample from Employee

Sutarmaji

No. 1 Winding Road

Bandung, 22222

February, 29, 2020

Brian April

Human Resources

Diamond Hotel

1 Straight Road

Jakarta 5555555

Dear Mr. April,

I am writing to inform you that I need to take a sick leave for a month. You can see the details of my illness in the letter from the physician. Regarding our project, if it is really urgent, you can contact me at this number 1234567.

For your documentation, I am attaching an illness letter from the physician.

Sincerely,

Sutarmaji

Employee Id 33333333

## 2. Illness Letter Sample from Physician

**Dinas Kesehatan Kabupaten Subang**

**UPTD Puskesmas Tanjungsiang**

Jalan Raya Tanjungsiang - Subang -Indonesia

Tlp. 0260-480391

---

No.:123/120/SICK/II/2017

February 28, 2020

To whom it may concern:

I, the undersigned, hereby certify that Sutarmaji, holder of passport number N2456789 was temporarily diagnosed for HNP Susp. on February 28, 2020 and he is not fit for duty for a month due to the diagnosis of illness mentioned above.

Chief Physician,

dr. Prana Pramudya

NIP 123 456 789



# Unit 44 Inquiry Letter Samples for Various Purposes

## 1. Course Inquiry Letter Sample

Danny Ricardo  
157 Main Road, Victoria

March 13, 2022

Jack Goldstein  
Internet Marketing Consultant  
123 South Road, Victoria

Dear Mr. Goldstein,  
Re : Inquiry For Internet Marketing Training Program

We would like to request more information on the Internet Marketing Training Program that you advertised in the local newspapers yesterday. Our club is planning to have such a program.

We expect to begin our training at the beginning of July 2022. Our club consists of 50 members and all of us would like to join in the training.

I look forward to hearing from you.

Sincerely,

Danny Ricardo

## 2. Employment Inquiry Letter Sample

William Johansen

987 Main Road, Dunedin 9015,

New Zealand

July 10, 2022

University of Otago

362 Leith Street, Dunedin North

Dunedin 9016, New Zealand

Dear Sir,

I am writing to inquire about a possible career in the Science Department. I am especially interested in Health Sciences. Recently I just graduated from [Monash School of Medicine](#), Australia. Therefore, I would like to know if in the near future there will be a vacant position in University of Otago.

For your information, in the next few months, my family will reside in Dunedin. In preparation for our permanent residence in this beautiful city of Dunedin, I am eager to dedicate my knowledge in one of the most well-known universities in New Zealand.

Would you kindly send me information on the requirements I have to fulfill and any other things related to this?

I earnestly express my greatest gratitude for your assistance in this matter.

Sincerely,

William Johansen

### 3. Hotel Accommodation Inquiry Letter Sample

## Universal High School

222 South Avenue, Oklahoma City, OK 73008

---

July 25, 2022

Customer Relation Manager

Hotel Terrestrial

555 Loyalty Street, Miami

Florida, USA

Dear Sir:

I am a coordinating teacher from Universal High School. I am writing to inquire for more detailed information regarding the accommodation around Jack Webb Hill where we will have some activities for our next student field trip program. To be precise, there will be 200 (two hundred students) and 10 teachers to be accommodated in the hotel. We plan to have two people in each double-bedded room. Therefore, we need 155 rooms which match our program budget which ranges from US \$ 80 to 100.

According to our initial research on your website, we found out that everything regarding your hotel is up to our safety standard, except the price of the room which is a little bit higher than expected. I wonder if you could give me more information about the accommodation and recommended activities in or around your hotel. Should you need to contact me, please email me at [teacher@englet.com](mailto:teacher@englet.com) or call me at this number: 88888888. Thank you.

I am looking forward to hearing from you.

Sincerely,

Ben Opack

## 4. Purchasing Laptop Inquiry Letter Sample

### King's Ads

1 Southern Street, Christchurch, New Zealand Phone/fax 12345678 www.kingsads.com

---

July 12, 2022

Kattie Richards

Marketing Manager of PB Tech Wellington

15 Vivian Street, Te Aro, Wellington 6011, New Zealand

Dear Mrs. Richards,

My name is Brian Mathieu's, a purchasing manager of King's Ads. I am writing to inquire about laptops available in your store with the following specifications:

- Screen Size: High Mobility
- Display Type: In-plane Switching (IPS)
- RAM and ROM: at least 16 GB RAM and 2 TB Storage
- Battery: At least 8 hours of battery life support
- Processor: Core i9 above

At the moment, our company is in the process of upgrading our tools and equipment. We need twenty laptops with the above-mentioned specifications. Therefore, could you please give us more information about this matter supplemented with a brochure and a quotation as soon as possible?

I am looking forward to hearing from you.

Sincerely,

Brian Mathieu's

Purchasing Manager

## 5. Reply to Hotel Accomodation Inquiry Letter Sample

### Hotel Terrestrial

555 Loyalty Street, Miami, Florida, USA

---

July 27, 2022

Ben Opack

Teacher

Universal High School

222 South Avenue, Oklahoma City,

OK 73008, USA

Dear Mr. Opack:

In reply to your inquiry dated July 25, 2022, firstly, allow us to express our gratitude on your decision to choose our hotel as your field trip quarter. Secondly, we also need to express our pleasure to offer you our special discount of 15 % since you will need more than 100 rooms in our hotel. Our staff are happy to welcome you with a special welcome banner and complimentary drinks at your arrival time.

Regarding activities in and around the hotel, our hotel has some equipment and tools for team building activities in our hotel. We also have some staff members who are qualified to assist you in holding various activities such as:

- Back to Back Drawing
- Blind Draw
- Tug of War
- Hole in Many

Should you need to contact me, please email me at [teacher@englet.com](mailto:teacher@englet.com) or call me at this number: 88888888. Thank you.

I am looking forward to seeing you all here in our comfortable cool hotel.

Sincerely,

George Mailey

Customer Relation Manager

## 6. Scholarship Inquiry Letter Sample

Amanda Doherty

555 Main Street, Melrose

MA 02176, United States

July 22, 2022

[Massachusetts College of Pharmacy and Health Sciences](#)

179 Longwood Ave,

Boston, MA 02115

USA

Dear Sir/Madam:

I have just read some information on your website that your school allocates a number of scholarship awards. You stated that you would like to ensure the availability of this program to anyone passionate about learning Applied Sciences.

My name is Amanda Doherty. I have a bachelor degree in Biology from . I wonder if you could tell me more about this scholarship.

If you plan to select any post graduate students in the near future, would you please put my name on your candidate list?

Should you need to contact me, please feel free to do so at my WhatsApp number 666666. I am looking forward to hearing from you.

Sincerely,

Amanda Doherty

# Unit 45 Introduction Letter Samples

## 1. Business Introduction Letter Sample

### **Grace Textiles Ltd**

25 Main Street, Boston, MA 02110 Phone 1-234-12345

---

October 2, 2020

Mr. Jack Wilson  
Boston Indonesian Restaurant  
66 West City Avenue, Boston, MA 02110

Subject : Introduction

Dear sir :

We would like to introduce ourselves that our company, Grace Textiles Ltd, has been producing various high quality fabric. We produce the latest fine silk styles and with attractive designs especially for the young executive. With a very large number of selections, we ensure that our newest products are high quality, durable and do not fade.

We herewith send samples of the product. We give a discount of 20% during the month of this campaign.

Please call us if there is something we can do for your company.

Sincerely,

Bill  
marketing manager

Graham

## 1. Employee Introduction Letter Sample

### Natural Beauty Food

1234 South Street Boston MA 1-350-15364

---

November 3, 2020

Charles Wright  
Gift Restaurant  
111 North Street  
Boston, MA

Dear Charles:

I am happy to introduce our new sales representative, Paul Brown, to your company. He will be serving your company at the beginning of this December.

Paul graduated from University of Maine and holds a degree in sales marketing. He has worked for Boston Food and Beverage Ltd for five years. We are proud to get him as our staff and we are sure that he will be able to give you the best service possible beyond your expectation.

Paul will be happily contacting you in a week to introduce himself personally and listen to whatever you would like to address to us.

Yours sincerely,

Jack Bally  
Sales Manager



# Unit 46 Invitation Letter Samples

## 1. Anniversary Invitation Letter Sample

### **Goldrush Bank**

155 Cicalengka Street, Bandung, West Java

Tel: 022 7917933

---

January 17th, 2022

Dear Mrs. Johnson:

Our records show that you have been a customer of Gold Rush Bank for six months. We would like to thank you for your business by inviting you to our Anniversary party this Saturday.

At this event, please accept the enclosed \$15 gift certificate to use with your purchase of \$50 or more at Sun Department Store.

We look forward to seeing you at the party on Saturday. Please bring this invitation with you and present it at the door.

Sincerely,

Randy Moore

Gold Rush Bank Manager

## 2. Birthday Invitation Letter Sample

**Brian Smith**

**cordially invites you to his 35th birthday**

**on April 12, 2022**

**at 10 am**

**at Victoria Convention Center, Victory Hotel**

**123 Main Road, San Francisco, CA 90112**

**RSVP to Judy Smith at 350-12345 or [Judy@mail.com](mailto:Judy@mail.com) by April 5th, 2022.**

Lunch will be served at 12.00

### 3. Dinner Invitation Letter Sample

June 2, 2022

Dana and Chuck Norris  
777 Lander Lane  
Meridian, ID 83642

Dear Mr. and Mrs. Norris,

You are cordially invited to a formal dinner in honor of Samuel Green on July 21, 2022 at 8 p.m. at the Boise Hilton.

As you are an associate of Mr. Green, we would like you to speak briefly about his work in the lumber industry. If this is possible, please let me know within the next week.

Please note that this is a black-tie event, RSVP with the names of those attending by July 14, 2022.

Sincerely yours,

John Cougar

Chairman, Social Committee

## **4. Loyalty Party Invitation Letter Sample**

### **Angel of the Ocean**

We are happy to welcome you back to the Queen Caribbean cruise vacation. As a thank you for your loyalty, we would like to invite you to a special get-together for Crown & Tiara members and past cruisers.

We look forward to seeing you there. Please bring this invitation to the event.

#### **Welcome Back Party**

Date : May 2nd, 2022 (Day 5, Cartagena, Colombia)

Time : 5:15 pm - 6:00 pm

Time : 7:45 pm - 8:30 pm

Safari Club

Attire : Smart Casual

## **5. Success Celebration Party Invitation Letter Sample**

### **Personnel Welfare Committee**

We are happy to invite all of you to celebrate our success in reaching our target's sales. As a thank you for your hard work, we would like you to enjoy a special party followed by a special reward to all of you.

We look forward to seeing you there. Please bring this invitation to the event.

Special Reward Party

Date : May 22nd, 2022

Time : 7:45 pm - 10:30 pm

Place : Conference Room

Attire : Smart Casual

## 6. Wedding Invitation Letter Sample



Dear Jane & Michael,

We would be pleased to have you join us for our marriage, Susan Kidman to John Williams, to be held at Al-Haq Mosque on Saturday 23rd March, 2022.

We will have a reception for us at Bar Harbor's Restaurant, 123 Main Road, Bar Harbor at 5.30 pm.

We kindly request you to reply by March 16th, 2022. We look forward to seeing you.

Dress: Smart Casual

Yours sincerely,

Susan Kidman and John Williams

# Unit 47. Invoice Samples

## 1. Word Invoice Sample

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p style="font-size: 2em; color: red; margin: 0;"><b>D</b></p> <p style="font-size: 1.5em; color: blue; margin: 0;"><b>Diamond</b></p> </div> <div style="text-align: center;"> <p style="font-size: 2em; color: blue; margin: 0;"><b>INVOICE</b></p> </div> </div>									
<p>Spare parts Machinery Industries &amp; Electical Serv</p> <p>Orchad Road 21, Singapore Tlp. 64-6111 222</p>									
<p>Customer Name : .....</p> <p>Address : .....</p> <p>.....</p> <p>.....</p> <p>City : .....</p> <p>Phone : .....</p>	<p>No. : .....</p> <p>Date : .....</p> <p>Order No. : .....</p> <p>Rep : .....</p> <p>POB : .....</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00FF00;"> <th style="width: 15%; padding: 5px;">Quantity</th> <th style="width: 45%; padding: 5px;">Description</th> <th style="width: 20%; padding: 5px;">Unit Price</th> <th style="width: 20%; padding: 5px;">Total</th> </tr> </thead> <tbody> <tr style="height: 150px;"> <td colspan="4" style="text-align: center;"> </td> </tr> </tbody> </table>		Quantity	Description	Unit Price	Total				
Quantity	Description	Unit Price	Total						

		TOTAL	
Payment Detail		Best Regard,	
Cash			
Cheque / Bilyet Giro			
Transfer to		( _____ )	

**2. Word Invoice Template**

Your Company Name Street Address: ..... City : ..... State/Province : ..... Country : ..... Phone & Fax : .....	<b>INVOICE</b>  Invoice # ..... Date : .....
<b>Billing Address</b> Name : ..... Company : ..... Street Address: ..... City : ..... State/Province : ..... Country : ..... Phone & Fax : .....	<b>Delivery Address</b> Name : ..... Company : ..... Street Address : ..... City : ..... State/Province : ..... Country : ..... Phone & Fax : .....

Salespersons	P.O. Number	Sent Date	Sent Via	F.O.B. Point	Terms

Quantity	Description	Unit Price	Total

		Sub Total Sales Tax Shipping & Handling Total Due	..... ..... ..... .....

Make all checks payable to ( Your Company Name )  
Payment is due within .... days.  
Should you need further information concerning this invoice, please contact ( Name, e-mail, phone number ).

Thank you for doing business with us.

# Unit 48 Letter of Intent Sample

## Letterhead

---

Date

### LETTER OF INTENT

Dear .....

This letter confirms your and our mutual intentions with respect to the potential transaction described herein between ..... (“Buyer”) and ..... (“Seller”). This document, in and of itself, does not represent an enforceable legal contract.

1. **Terms.** The principal terms of the proposed transaction would be substantially as follows:

(a) **Real and Effective Acquisition.** Buyer would acquire substantially all of the assets, tangible and intangible, owned by Seller that are used in, or necessary for the conduct of, its software development business, including, without limitation: (i) the ..... software, subject to any obligations contained in disclosed license agreements and all related intellectual property; (ii) the fixed assets of Seller; (iii) any and all customer lists; and (iv) the goodwill associated therewith, all free and clear of any security interests, mortgages or other encumbrances.

(b) **Consideration.** The aggregate consideration for the assets and business to be purchased would be \$.....; provided, however, that the working capital (current assets less current liabilities) of the business to be purchased equals or exceeds \$0, as shown on a closing date balance sheet prepared in accordance with generally accepted accounting principles.

(c) **Due Diligence Review.** Promptly following the execution of this letter of intent, you will allow us to complete our examination of your financial, accounting and business records and the contracts and other legal documents and generally to complete due diligence. Any information obtained by us as a result thereof will be maintained by us in confidence subject to the terms of the Confidentiality Agreement executed by the parties and dated ..... (the “Confidentiality Agreement”). The parties will cooperate to complete due diligence expeditiously.

(d) **Definitive Purchase Agreement.** All of the terms and conditions of the proposed transaction would be stated in the Purchase Agreement, to be negotiated, agreed and executed by you and us. Neither party intends to be bound by any oral or written statements or correspondence concerning the Purchase Agreement arising during the course of negotiations, notwithstanding that the same may be expressed in terms signifying a partial, preliminary or interim agreement between the parties.

(e) **Conduct in Ordinary Course**. In addition to the conditions discussed herein and any others to be contained in a definitive written purchase agreement (the “Purchase Agreement”), consummation of the acquisition would be subject to having conducted your business in the ordinary course during the period between the date hereof and the date of closing and there having been no material adverse change in your business, financial condition or prospects.

(f) **Continuation of Employment**. Simultaneously with the execution of the Purchase Agreement, we would offer employment to substantially all of Seller’s employees and would expect the management team to use its reasonable best efforts to assist us to employ these individuals.

(g) **Expediency**. All parties would use all reasonable efforts to complete and sign the Purchase Agreement on or before ..... and to close the transaction as promptly as practicable thereafter.

2. **Expenses**. You and we will pay our respective expenses incident to this letter of intent, the Purchase Agreement and the transactions contemplated hereby and thereby.

3. **Public Announcements**. Neither you nor we will make any announcement of the proposed transaction contemplated by this letter of intent prior to the execution of the Purchase Agreement without the prior written approval of the other, which approval will not be unreasonably withheld or delayed. The foregoing shall not restrict in any respect your or our ability to communicate information concerning this letter of intent and the transactions contemplated hereby to your and our, and your and our respective affiliates’, officers, directors, employees and professional advisers, and, to the extent relevant, to third parties whose consent is required in connection with the transaction contemplated by this letter of intent.

4. **Broker’s Fees**. All parties have represented to each other that no brokers or finders have been employed who would be entitled to a fee by reason of the transaction contemplated by this letter of intent.

5. **Exclusive Negotiating Rights**. In order to induce us to commit the resources, forego other potential opportunities, and incur the legal, accounting and incidental expenses necessary properly to evaluate the possibility of acquiring the assets and business described above, and to negotiate the terms of, and consummate, the transaction contemplated hereby, you agree that for a period of [45] days after the date hereof, you, your affiliates and your and their respective officers, directors, employees and agents shall not initiate, solicit, encourage, directly or indirectly, or accept any offer or proposal, regarding the possible acquisition by any person other than us, including, without limitation, by way of a purchase of shares, purchase of assets or merger, of all or any substantial part of your equity securities or assets, and shall not (other than in the ordinary course of business as heretofore conducted) provide any confidential information regarding your assets or business to any person other than us and our representatives.

6. **Miscellaneous.** This letter shall be governed by the substantive laws of the State of [YOUR STATE] without regard to conflict of law principles. This letter constitutes the entire understanding and agreement between the parties hereto and their affiliates with respect to its subject matter and supersedes all prior or contemporaneous agreements, representations, warranties and understandings of such parties (whether oral or written). No promise, inducement, representation or agreement, other than as expressly set forth herein, has been made to or by the parties hereto. This letter may be amended only by written agreement, signed by the parties to be bound by the amendment. Evidence shall be inadmissible to show agreement by and between such parties to any term or condition contrary to or in addition to the terms and conditions contained in this letter. This letter shall be construed according to its fair meaning and not strictly for or against either party.

7. **No Binding Obligation.** Except for Sections 1(c) and 2 through 6, **THIS LETTER OF INTENT DOES NOT CONSTITUTE OR CREATE, AND SHALL NOT BE DEEMED TO CONSTITUTE OR CREATE, ANY LEGALLY BINDING OR ENFORCEABLE OBLIGATION ON THE PART OF EITHER PARTY TO THIS LETTER OF INTENT. NO SUCH OBLIGATION SHALL BE CREATED, EXCEPT BY THE EXECUTION AND DELIVERY OF THE PURCHASE AGREEMENT CONTAINING SUCH TERMS AND CONDITIONS OF THE PROPOSED TRANSACTION AS SHALL BE AGREED UPON BY THE PARTIES, AND THEN ONLY IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF SUCH PURCHASE AGREEMENT.** The Confidentiality Agreement is hereby ratified and confirmed as a separate agreement between the parties thereto.

If the foregoing terms and conditions are acceptable to you, please indicate by initialing each page and signing the enclosed copy of this letter and returning it to the attention of the undersigned.

Sincerely,

[Buyer]

By: .....  
Title: .....

ACCEPTED AND AGREED

[Seller]

By: .....  
Title: .....

# Unit 49 Marketing Letter Samples

## 1. Marketing Letter Sample to Offer New Products

### Knitted Bags Master

1 Northern Road, Makati, Tlp./fax 12345678 [www.knit.com](http://www.knit.com)

---

March 11, 2020

Helen Macapagay

Owner of Women's Store

15 Northern Road, Makati

Dear Mrs. Macapagay,

We are proud to offer you the knitted handbags that have different kinds of styles and colors at a very reasonable price of Php 50. If you order at least 5 bags between March to May, you will get a special discount at 25 % off regular price.

Our strong, beautiful knitted handbags look so exclusive that many of our customers buy more and more. Therefore, please call or fax us to place your order before we run out of our stock for this summer season.

We look forward to hearing from you.

Sincerely yours,

Rondel Ramos  
Sales Manager

## 2. Marketing Letter Sample to Offer Special Treatment

### **Bluesky Electronics, Inc.**

12345 North Main Street

Pittsburgh, PA 15229

---

November 5, 2021

Peggy Mansfield

2334 Thousand Stars Avenue

Pittsburgh, PA 15228

Dear Mrs. Mansfield,

Being our excellent customer, you are entitled to be a member of the VIP Customer Community at Bluesky Electronics, Inc. The enclosed member card can be used to get a lot of bonuses and privileges. You can also take advantage of our special sales on most of our products. You can save your budget up to 30 % if you use your privilege up to the end of this month. Please place your order today at this number 123456 or visit our website shopping's page, [www.bluesky.com/shop](http://www.bluesky.com/shop).

Sincerely,

John McKay

Customer Relation Manager

## Unit 50 Memorandum Sample

### Professional Publishing Services Memorandum

---

Date : October 2, 2021

To : Rick Smith, Publication Manager  
From : Sandy Williams  
Subject : Schedule for Acme Electronics Brochure

Acme Electronics has asked us to prepare a comprehensive brochure for their Milwaukee office by November 2020.

We have worked with electronic firms in the past, so this job should be relatively easy, my guess is that it will take nearly two months. Ted Harris has requested a time and cost estimate. Fred Moore in accounting will prepare a schedule or the estimated time.

#### Additional Personnel

Before preparing the schedule, check the following :

1. Production schedule for all staff writers.
2. Available free-lance writers.
3. Dependable graphic designers.

Ordinarily, we would need to depend on outside personnel. However, since your bid for the Wall Street Journal special project is still under consideration, we could be pressed at the end of this month.

#### Time Estimated

Please give me time estimates by October 10, 2019. A successful job done on time will give us a good chance to obtain the contract to do Acme's Publication for their annual stockholder's meeting at the end of this year.

I know your staff can do the job.

Copies : Ted Harris, Senior Vice-President

Fred Moore, Accounting Manager

## Unit 51 Motivation Letter Samples

### 1. Motivation Letter to Get a Job

John Michael  
12 Main Road, San Francisco  
CA 94212

March 22, 2022

Brian Smith  
Human Resources of Knit, Inc.  
1 South Road, San Francisco  
CA 94212

Dear Sir,

Following up my application letter dated March 1, 2020, allow me to give you some more information regarding my background and experiences.

I am currently working for Royal Inc. as Marketing Manager. Since I have had my Masters in Marketing, I am eager to apply all of my knowledge and ideas in actions. Due to the size of my current company, I am not able to do so here.

For the last five years, I have applied some of the knowledge successfully in increasing the number of our customers. Besides my capability of communicating with our customers, I also have proven skills of comprehensively anticipating our customers' needs so well that I have received a lot of compliment letters from our customers.

So, working in a far larger company such as yours is something I have been looking forward to very enthusiastically. I am confident that I can increase the speed of your company efficiently and effectively.

For your convenience, I have re-enclosed my resume and application letter.

Sincerely,

John Michael

## **Unit 52 Notification Letter Samples**

### **1. Company Notification Letter Sample to Improve Products**

To : All Employees  
From : Daniel Arthur  
Date : September 30, 2020

The Publication Manager is expected to plan, coordinate, and supervise the design and development of sales brochures, advertisements, and customer manual required to support the sale, installation, and maintenance of company products and services.

The design has to be sent to the General Manager on October 5th, 2021. Every department is pleased to send more than one design. After all of the designs are collected, we will choose the best ones.

In connection with that, I hope all employees give the brilliant idea to design the brochure which could attract the customers to take our product. Therefore, we can increase our sales.

Unit

53

Offer

Letter

Samples

St

# Unit 53 Offer Letter Samples

## 1. New Product Offer Letter Sample

### **Toko Englet**

Jl. Sukaindah no.5 Bandung Telp.Fax. 022-456789 [www.beras.englet.com](http://www.beras.englet.com)

---

March 9, 2022

Catherine Wright

Jl. Sukasari no. 6 Bandung 40122

Dear Ms. Wright,

Re : Great Offer on Discounted Stocks

We are pleased to inform you of a special offer on many of our products listed in this attachment. The offer prices are between 30% to 50 % off the regular prices.

We apologize that we have limited stocks on this offer. We will prioritize the confirmed order with payment. Therefore, please call or fax to place your order as soon as possible to avoid disappointment.

Yours sincerely,

Benny Ashley

Sales Manager

# Unit 54 Order Letter Samples

## 1. Company Purchase Order Letter Sample

### Seven Siblings Limited

17 Sweet Road, West Bandung Tlp. 022-8765432 Post Code 41134

July 9, 2022

### Purchase Order

Toko Englet

11 Main Street

San Francisco, USA

ZIP CODE 91234

Attention : Miss Kim Jackson

Dear Miss Jackson :

Please accept this purchase order for the following :

No.	Product	Quantity	Unit Price	Total
1	Single Brush Polisher Colombia 400	4	\$ 3,000	\$ 12,000
2	Extractor SX 144	4	\$ 2,000	\$ 8,000
			Total	\$ 20,000

We require shipment by August 17, 2022 to :

PT Pama  
No. 1 Jl. Cileungsi,  
Bogor, Indonesia  
Post Code 40156

Please refer to this order as "purchase order # SS01234. Should you need more information, please contact me at 62-22-756756 at your earliest convenience or email me at [siblings@seven.com](mailto:siblings@seven.com). Thank you for your cooperation.

Sincerely,

Dede Prana  
Purchasing Manager

## 2. Order Email Sample

To: [customerservice@englet.com](mailto:customerservice@englet.com)

Subject: iPhone Purchase Order

Dear Sirs:

I am interested in some of the products in the catalog you sent me a few days ago. Can I have the following items:

- 1 Apple iPhone 13 Pro Max 512 GB, Siera Blue, US \$ 1,800;
- 1 Apple iPhone 13 Pro Leather Case with Magsafe, Dark Cherry, US \$ 89.50;
- 1 Apple iPhone 13 Pro Max Silicone Case with MagSafe, Marigold, US \$ 79.50;

Total US \$ 1,969

I am attaching a screenshot of the bank transfer receipt for US S 1,969. If there are additional charges, please let me know.

Please send the items to the following address:

Michael Rockey

Krystalgade 222, 11777 Kobenhavn, K

Denmark

Sincerely,

Michael Rockey

### 3. Personal Purchase Order Sample

154 Green Avenue  
New York, USA  
January 5, 2020

Ms. K. Hutchinson  
Beller Company, Inc.  
424 Park Avenue  
New York, New York 10021

Dear Ms. Hutchinson :

Thank you for sending your catalog so promptly. It arrived within a few days of my request. Please send me the following items by parcel post :

1 copy Emmet and Mullen, \$7.50  
1 High School Algebra \$ 7.50  
25 copies Pinehurst, Plane Geometry @ \$8.75 \$ 218.75

Total \$ 233.75

I am enclosing a money order for 233.75. If there are additional charges, please let me know.

Please mail the books to the address given above.

Very truly yours,

Brandon Michael

*(Adapted from Let's Write English by George E. Wishon & Julia M. Burks)*

## 4. Purchase Order Template

Company : .....

Address : .....

.....

Phone : .....

Website : .....

Email : .....

### **PURCHASE ORDER**

Supplier : .....

PO Date : .....

Terms : .....

Currency : .....

Created by : .....

No.	Description	Quantity	Unit Price	Amount

			Sub Total Discount	
			Sub Total After	
			VAT IN	
			Total Order	

Requested By

.....

Authorized Signature

.....

# Unit 55 Overdue Payment Reminder

## King's Electronic

10 South Street, Manila Telephone (63) 2345 6789 [www.king.com](http://www.king.com)

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March 7, 2022

Mr. Christian Nanchev  
1 North Street, Manila

Dear Mr. Nanchev,

Overdue Payment Reminder

Our record indicates that payment on your account is overdue in the amount of Php 5,000.

If the amount has already been paid, please disregard this notice. Otherwise, please make out your check and place it in the enclosed envelope.

Thank you for your time and cooperation in this matter.

Sincerely,

Jojo Ramos

# Unit 56 Press Release Samples

## 1. Branch Opening Press Release Sample

### **Press Release Americana Phone Establish A New Branch**

**Miami, FL February 28, 2022** - Americana Phone has just established a new branch of its phone center called Americana Phone Center in Fort Lauderdale because of the booming of its users in this area.

The opening of a new branch in Fort Lauderdale was announced on February 28, 2022 and was attended by the General Manager of Americana Phone, Mr. Robert Williams and the Area Manager of Fort Lauderdale, Mrs. Susan Brown.

With the opening of a new branch, it is expected that the company will improve the quality of its service as part of its commitment to give the best service possible.

## 2. New Product Press Release Sample

### **Press Release New Americana Phone Cheaper With Gorgeous Model**

**Miami, Fl March 28, 2022** - Americana Phone has just produced the latest mobile phone products called Americana Elegancia. Located in Ceiling Mart, Miami. The event was attended by General Manager of Americana Phone, Mr Robert Williams and General Manager of Ceiling Mart, Mrs. Susan Simmons. The success of the previous Americana Phone model has encouraged our team to produce more featured mobile phone products with cheaper price than other products.

According to Mr. Williams, this cheap, thin, light and elegant Americana Phone is designed to be so small that it can be inserted into any pocket. It is expected it can give more ease to the people who carry it. It is also expected to increase the numbers of users and sim card Americana with a cheap rate of \$ 1 cent per minute for Americana Users. The price of this beautiful phone is \$ 20.

This Americana Elegancia launching was also attended by guest star Scarlet Harisson who is also a star of this Americana Phone ads and all Americana Phone employees. This three color new phone can be purchased directly at the available stands.

We, American Phone, would like to dedicate ourselves to serving you the best possible manners.

# Unit 57 Promotion Letter Samples

## 1. Seasonal Promotion Letter Sample

**The Rajut's**  
The Women's Accessories Master

---

April 21, 2022

**Dear Valued Customers,**

We are writing to thank you for your loyalty. It is a great pleasure to have the opportunity to serve wonderful customers like you.

To show our gratitude to you, we would like to give you a beautiful gift (Russian Motruska) for any purchase you made up to US \$ 30 during the summer (May to August).

This offer is valid whether you buy online, by phone, by mail or by fax.

Be sure to check out our latest products such as beautiful knitted handbags, knitted caps, and many others. Your beauty is our happiness.

Sincerely,

Sally Doherty

Owner

# Unit 58 Proposal Letter Samples

## 1. Proposal Letter Sample to Cut Production Cost

### Chemical Master

11 South Street, Makati, Telephone (63) 4563 5567 [www.cm.com](http://www.cm.com)

---

March 6, 2022

Mr. Jojo Ramos

Makati Hotel

Makati, 60560

Dear Mr. Ramos,

If you are cutting the costs of your company's production by more than 25 percent, we can help you by providing our product that has been proved by some companies lately. Our product really is reliable for cost effectiveness.

Firstly, Allow us to review your current system and determine how it can be improved. We will then give you advice on how to improve your overall production process to cut down the cost of

the chemicals you use in your hotel. We herewith attach the list of companies that have succeeded in cutting the cost by following our programs. Our product can save your money, time and energy.

The attached proposal shows what we can do to help you along the way. The business proposal comprises details of what we have done to help many clients. You will also see some examples of the work we have done for other hotels like yours.

I will call you soon to discuss the possibility of us working together. I am confident we can come up with a plan that will save you money.

Sincerely,

Edna Macapagay

## **Unit 59 Recommendation Letter Samples**

### **1. Friend Recommendation Letter Sample**

Ben Morris  
115 Palm Avenue, Iowa City  
November 11, 2020

John Hernandez  
Hilton Hotel  
700 Muscat Avenue  
Iowa City, IA 52240

Dear Mr Hernandez:

This is to recommend, my best friend, Mr. Angus Lewis for the post of Front Office Manager.

I have known him for 15 years. He graduated from the National Hotel of Kingston in 2005 . Since then, he and I have been working in Hotel of Jamaica. His last position was a Front Office Manager.

Beside English which is his mother tongue, he is also fluent in Spanish, French, and German. In addition to that, he is very good at handling customer's concerns. I have noticed a lot of good comments from most of the customers he has dealt with.

I strongly recommend him and am sure he will perform his duties up to your standard and even exceed your expectations.

Yours sincerely,

Ben Morris

## 2. Personal Request for Recommendation Letter Sample

Steven Hawk  
123 Long Road, Kingston  
November 15, 2010

Desmond Cartwright  
Hotel of Jamaica  
145 Second Street  
Kingston, Jamaica

Dear Mr Cartwright:

My name is Steven Hawk. I worked in Hotel of Jamaica for 15 years. I resigned from the hotel for my career advancement in Iowa, United States. My last position was a guest relation manager.

I humbly request for a recommendation letter from you to support my chances of working in Hilton Hotel in the USA. I thank you very much for all your assistance in this matter.

Yours sincerely,

Steven Hawk

### 3. Product Recommendation Letter Sample

## American Air Conditioning Center

255 West Street, Plains City, IA 50705

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September 30, 2021

Ms. Hillary Bardeen  
President Atlantic Engineering, Inc  
3222 Altar Street  
Plains City, IA 50505

Dear Ms. Bardeen :

As you requested, please allow me to present our recommendation for an American Air Conditioning System.

After thoroughly analyzing your company's management and engineering requirements, we believe that American Air Conditioning System will provide the maximum return on your investment.

For one reason, the American Air Conditioning System protects you against obsolescence in the near future because the equipment the American Air Conditioning System is going to install is a modular design to which you may add additional units as the need arises. Secondly, the design provides flexibility so that It is possible for your company to adjust it to any special conditions as your company grows up.

We believe that you will find this system practical, efficient, and economical for your company any time. We hope this information will make you decide the right Air Conditioning System.

Sincerely yours

William Bentley  
Sales Manager



## 4. Recommendation Letter from Employer

**University of Tanjungsiang**  
**DEPARTMENT OF BUSINESS**

WEST PALM BEACH, FL 12390

---

October 12, 2021

Mr. Ronald Webster  
Personnel Director  
Thompson Enterprise  
222 State Street  
Springfield, IL 62705

Dear Mr. Webster :

As her employer and her former professor, I am happy to have the opportunity to recommend Vicky Hopkins. I have known her for four years, first as a student in my class and for the last two years as a research assistant.

Vicky is an excellent student with above average grades in our program. On the basis of CPA of 5.6 (A=6), Vicky was offered a research assistant-ship to work on a grant under my supervision. In every instance, Vicky completed her library search assignment within the time agreed upon. She also wrote the reports well. While working 15 hours a week on this project, Vicky has maintained a class load of 12 hours per semester.

I strongly recommend Vicky for her ability to work independently, to organize her time effectively, and for her ability to write clearly and articulately.

Please let me know if I can be a further assistant.

Sincerely yours

Mark Landon  
Professor of Business

*Adapted from Multipurpose Letter*

## **5. Request for a Recommendation Letter**

### **Singapore Airlines**

111 Orchard Road, Singapore

Tel. 65-653-234567 Fax. 65-653-234568

E-mail Address : Mary.Lou@singaporeairlines.com

---

November 13, 2021

PRIVATE & CONFIDENTIAL

Mr. Bambang Sutoro  
Director of Garuda Airlines  
Jalan Petamburan 36  
Jakarta Pusat

Dear Mr. Sutoro,

Request for Recommendation For Mary Grace

We are trying to recruit more flight attendants for Singapore Airlines and one of the candidates named Mary Grace used to work in your airline.

Would you please give us information regarding her performance ?

We thank you very much for your assistance and cooperation.

Sincerely,

Michael Burton  
Human Resources Manager



## 6. Scholarship Recommendation Letter Sample

### Public University Of Indonesia

Department of English Literature

Faculty of Language

111 Jalan Prof. Lafran Pane, Depok, Indonesia

---

November 12, 2021

Dr. Julian Harris  
Chairman of Department of The English Literature

Cambridge University  
25 Abbey Road  
Cambridge, UK

Dear sir,

#### Letter of Recommendation

I am writing to you to recommend the student mentioned below to continue his studies on American English Literature in the Harvard University under the American Indonesian Scholarship Program.

Name of Student : Alexander Sutoro  
Date of Birth : May 28, 1986  
Address : No. 1 Jalan Gatot Subroto  
Bandung 40109, Indonesia

Mr. Alexander Sutoro just graduated from our university with the best achievement. He completed his degrees with Achievement Index at 3,98 of possible 4,00.

I am confident that he has the intellectual capacity and potential ability to finish his master course in The Harvard University.

Yours sincerely,

Dr. Ramlan Hussen  
Chairman of Department of English Literature

## 7. Student Recommendation Letter Sample

### Public University of Indonesia

Department of English Literature  
Faculty of Language  
111 Jalan Prof. Lafran Pane, Depok, Indonesia

---

July 12, 2022

Dr. Julian Harris  
Chairman of Department of The English Literature

Cambridge University  
25 Abbey Road  
Cambridge, UK

Dear sir,

#### **Letter of Recommendation**

I hereby would like to recommend the student mentioned below to pursue his studies on English Literature in Cambridge University.

Name of Student : Hasan Amin, MA  
Date of Birth : June 28, 1990  
Address : 102 Jalan Jend. Ahmad Yani  
Bandung 40111, Indonesia

I have known Mr. Hasan Amin since 2010 when he took the entrance test for his degrees to the Public University of Indonesia with a perfect score. Therefore, I am confident that he deserves to join the Cambridge University Scholarship Program.

He also completed his master with Achievement Index at 3,96 of possible 4,00.

I believe that he has the intellectual capacity and potential ability to finish his doctor course in The Cambridge University.

Yours sincerely,

Dr. Ramlan Hussen  
Chairman of Department of English Literature

## 8. Visa Recommendation Letter Sample

### The University of Bandung

Jalan Tamansari no. 777, Bandung 40114, Phone 62-22-777555 website : [www.bdg.com](http://www.bdg.com)

---

March 29, 2022

Chief, Visa Section, US Embassy  
Jl. Medan Merdeka Selatan 5  
Jakarta 10110

Dear Sir:

RE : Visa Recommendation

We are writing to recommend one of our students to request an applicable visa for his visit to the United States of America.

Name : Hasan Abdullah  
Date of Birth : 15 September, 1987  
Address : Jl. Mekarsari no. 5 Bandung 41293, West Java

He is now completing his doctoral program in our university in his third year. One of the requirements for his graduation is that he presents a paper at the 150th Meeting of The Information

Technology Society that will be held in Miami, Florida from the 5th of May to the 10th of May 2013. Therefore, he got my full permission to be absent from the university.

During his stay in the US, his expenses and his round-trip tickets will be taken care of by our University.

Thank you for your attention.

Sincerely,

Professor Ujang Sumantri  
The University of Bandung

## Unit 60 Reference Letter Samples

### 1. Employee Reference Letter Sample

**Sampson's Stationary**  
30 Silverstone Ave  
Kamloops, BC V2A 8B1  
Tel:250-429-0002

---

September 21, 2020

Mr. Ken Davis  
Hanson's Montessori School  
15 Main St.  
Kamloops, BC  
V2A 7B5

Subject: Reference For Mr. Ben Wilson

Dear Mr. Robert Goddard:

In reply to your reference letter request on Mr. Ben Wilson, we may advise you that Mr Ben Wilson is one of our most highly dedicated staff. While working in our company, he was always carrying out his duties well and he was always assisting his subordinates in carrying out various

activities of the office so that he succeeded in creating a harmonious working atmosphere. Besides, he always appreciated and respected the customers so that our customers felt satisfied with our services.

He resigned from our company because of his own request to develop his career. We granted his request because we realize that in our company, his career will not grow again.

Kindly inform us if you need more information regarding his performance.

Sincerely yours

Rick Ashley  
Director

## 2. Employment Reference Letter Sample

**Excellent Shopping**  
135 Church Street  
PO BOX 123 Phoenix, AZ 85080

---

November 25, 2020

Ms. Carol Lester  
Amazing Shopping Center  
Chicago, IL 60560

Dear Ms. Carol Lester :

As her employer, I am happy to have the opportunity to give more information about Susan Doherty who applied to your company for the position of sales representative. She has worked here for ten years.

Susan could quickly develop her skills in selling. She also had extraordinary capability in building customer loyalty. Besides, she also received a lot of letters of appreciation from these people for her services.

I believe Susan would make an excellent contribution to the development of your business.

Sincerely yours,

Rachel Webster  
President Director

# Unit 61 Rejection Letter Samples

## 1. Administrative Assistant Rejection Letter

127 Winding Road

Boston, MA 02173

February 14, 2020

Ms. Juanita Perez

Director, Personnel Department

Manchester Iron Works, Inc

1258 Harley Avenue

Boston, MA 02181

Dear Ms. Perez,

I was pleased to receive your offer of employment as an Administrative Assistant in the Executive office. I was very impressed with your company and with the position as you described.

Since interviewing with you, however, I have been offered another position that is even more in line with my long-range goals, and I have accepted that position.

Thank you for your time consideration. I enjoyed meeting with your staff.

Yours sincerely,

Jason L. Wytosh

## 2. Job Rejection Letter Sample

123 Idlwild Road  
Boston, MA 02173  
October 14, 2020

Mr. William Cupid

Director, Personnel Department  
Malibu Steel Works, Inc  
2222 Hasley Avenue  
Boston, MA 02181

Dear Mr. Cupid:

Thank you for your offer of employment as Financial Controller in the Executive Office. I was greatly impressed with the development of your company and the position you offered me.

However, having been interviewed by you, I was offered another position that is more in line with my long-range goals, and I have accepted that position. Therefore, I regret to say that I cannot accept your offer.

Thank you for your time and the opportunity given to me.

Yours cordially,

Jose Santos

### 3. Rejection Letter Sample for Invitation

123 Southern Road  
Boston, MA 02173  
October 17, 2020

Dr. James William  
Director, Personnel Department  
London Health Centre  
2222 Main Street  
London, UK

Dear Dr. William:

I am very pleased that you invite me to give a seminar in London. However, I regret to say that I will not be able to accept any seminar invitation until the end of the year due to my tight schedule.

Nevertheless, should you still need me to give a seminar at the beginning of next year, I would be very pleased to accept it. Please let me know the most convenient time for the seminar.

I am looking forward to hearing from you.

Yours cordially,

Dr. Ninda Tiara

## 4. Rejection Letter Sample for Marketing Manager

**PT Asian Brain Internet Marketing**  
Jl. Bojongsirih Banjara Bandung Tlp. 02272799930

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February 14, 2020

Mr. Prana Pramudia  
255 Beach Drive  
San Diego, CA 92113

Dear Mr. Pramudia,

Your application for the position of Marketing Manager at PT Asian Brain Internet Marketing has been rejected. We have found someone more qualified than you.

Sincerely yours,

Astri Suryati  
Personnel Manager

## 5. Rejection Letter Sample for Receptionist

### **Bandung Dental Center**

**112 PH Mustafa Street Bandung 40124 Telp. (022) 7929334**

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February 14, 2022

Mrs. Titi Rohaeti

Jl. Sukaindah no. 5

Bandung 40124

Dear Mrs. Rohaeti,

Thank you for your time and effort in applying for the position of dental receptionist at Bandung Dental Center.

Since we need someone who can assume the duties here with a minimum of training, we have selected an applicant with over five years of experience.

I am sure that with your excellent college record, you will find a position in another office.

Sincerely yours,

Ninda Tiara

Personnel Manager

# Unit 62 Reminder Letter Samples

## 1. Overdue Payment Reminder Letter Sample

### **King's Electronic**

10 South Street, Manila Telephone (63) 2345 6789 [www.king.com](http://www.king.com)

---

March 7, 2022

Mr. Christian Nanchev

1 North Street, Manila

Dear Mr. Nanchev,

Overdue Payment Reminder

Our record indicates that payment on your account is overdue in the amount of Php 5,000. If the amount has already been paid, please disregard this notice. Otherwise, please make out your check and place it in the enclosed envelope.

Thank you for your time and cooperation in this matter.

Sincerely,

Jojo Ramos

# Unit 63 Reprimand Letter Samples

## 1. Reprimand Letter Sample for Violation of Company Policy

### Knit Master

12 Main Road, Victoria, Seychelles, Tlp (248) 1234567 [www.knit.com](http://www.knit.com)

---

March 12, 2022

Brian Smith

1 Main Road, Victoria

Dear Mr. Smith,

We would like to reprimand you that you have violated our company's policy which is to own the problem. This policy is made to satisfy our customers and to keep them doing business with us. When we lose one customer, we lose everything. We lose our business and company.

One of our customers, Mrs. Catherine White, called our office this morning to inform us that they had been treated without respect and dignity by you yesterday. She was ignored when she needed information from you. It seemed that you pretended to be very busy doing something else.

To settle this problem, we would like you to offer an apology and give her the information she requested as soon as possible today.

Sincerely,

Don Jones  
Customer Relation Manager

## 2. Reprimand Letter Template

[Letterhead]

[Date]

[Employee's Name]

[Employee's Title]

[Employee's Address]

Dear Mr. [Employee's Last Name],

We would like to reprimand you that you have violated our company's policy. [Mention the company's rule/regulation violated]. This policy is made to satisfy our customers and to keep them doing business with us. When we lose one customer, we lose everything. We lose our business and company.

[Mention the chronology of the accident/incident]. [Mention the wrong doings]. [Mention the wrong doings].

To settle this problem, we would like you to [Mention actions needed to be taken by the employee to rectify the wrong doings].

Sincerely,

[Your Name]

[Your Title]

# Unit 64 Request Letter Samples

## 1. Job Request Letter Sample

George Hernandez

123 South Street, Victoria

April 10, 2022

Telecommunications of Seychelles Ltd.

1 Main Street, Victoria

Seychelles

Dear Sir,

I am trying to find out a possible career in the Telecommunications Department. I am especially interested in Technology Engineering.

By the end of this year I will have graduated from University of Victoria majoring in Information Technology. Therefore, I would like to know if in the near future there will be a vacant position in your company.

Would you kindly send me information on the requirements I have to fulfill and any other things related to this.

I would appreciate your assistance in this matter. Thank you very much.

Sincerely yours,

George Hernandez

## 2. Membership Request Letter Sample

Abbey Road no. 5

Liverpool, UK

January 5, 2020

Matthew-Nessen Publishing Company

139 West 50th Street

New York, New York 10020

USA

Dear Sir/Madam:

A recent notice in Education News indicated that your firm has established a textbook division. If you plan to publish elementary school books dealing with Geography, I would be interested in having my name placed on your mailing list for catalogs and for notices of other educational materials.

Sincerely yours,

John McCartney



### 3. Post Graduates Request Letter Sample

The Director

Administration Office

Case Western Reserve University

Cleveland, Ohio 44106

USA

Dear Sir:

My name is Budi Susanto. I graduated from the University of Victoria, majoring in Information Technology last year. I am interested in accomplishing my Post Graduates Studies at your university since a lot of my seniors have succeeded in their career after graduating from the university.

I wonder if you could send me information on entry procedures and qualifications required.

Thank you very much for your assistance.

Sincerely yours,

Budi Susanto



## 4. Reference Request Letter Sample

### **PT Merpati Airlines**

Jl. M. H. Thamrin Kav. D21 Jakarta Phone (021) 1234567

---

April 11, 2022

Dr. Wahidin

Jakarta College

Jl. Gatot Subroto no. 15

Jakarta

Dear Sir,

Would you kindly give us referential information on Mrs. Yani Subekti. She graduated from your university in 2021.

We need more information about her performance and attitude to consider employing her as our secretary.

We thank you very much for your assistance in this matter.

Sincerely yours,

Joko Martin

## 5. Request for Information Letter Sample

### Loving Pet Suppliers

123 Main Street, Oklahoma City, OK 73008

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September 25, 2022

Asian Pet Supplier

333 Mosque Street, Bandung

Indonesia

Dear Sir:

We are trying to locate information on the breed of dog called Pit-bull. We know that you are the leading expert on dogs in Indonesia.

We have clients who are interested in buying Pit-bulls. According to our database, we will need 5 pit-bulls in the next few months. Therefore, Could you please give us some information? We will call you as soon as possible.

We are looking forward to hearing from you.

Sincerely,

Catherine Harrison

## 6. Request Letter for Scholarship Sample

No. 5 Jalan Pasirhonje  
Bandung, Indonesia

November 2, 2021

Tomlin Harmonica School  
139 West 50th Street  
New York, New York 10020  
USA

Dear Sir/Madam:

I have just received your email announcing that your school is giving away 20 x 1 Year Subscriptions. You indicated that you would like to ensure the availability of this learning resource to anyone passionate about learning harmonica regardless of their circumstances such as age, location and financial capabilities. My name is Sarwoko and I am interested in and have spent 5 years self-learning harmonica. I have also played harmonica in my band called Bla Bla for the last couple of years which is published in different platforms such as YouTube, Bla Bla Radio, and WhatsApp Group. I am sure if you grant my humble request, I will feel being awarded with this so invaluable opportunity that I will dedicate my time and energy to be a successful harmonica learner ever. I will also struggle to make your school have a better reputation after admitting me in this program.

If you plan to give away free subscriptions in the near future, I would be interested in having my name placed on your candidate list. Should you need to contact me, please feel free to do at my WhatsApp number 12345678.

Thank you. I am looking forward to hearing from you.

Sincerely yours,

Sarwoko

## 7. Request Letter for Insurance Cover Sample

To: [humanresources@englet.com](mailto:humanresources@englet.com)

Subject: Health Insurance Request

Dear Sir,

I hope this email finds you well.

Regarding insurance, I have found some information about health insurance which has a better reputation and quality. The name of the insurance company is AXA insurance. According to a staff member of our local branch, claiming our insurance is very easy and fast with this insurance, so I have decided to have this one.

Due to how crucial and important the insurance is, as a new staff member, I really request that you can cover me with this health insurance as soon as possible. For your information and reference, I also attached the quote and proposal from AXA insurance.

Thank you and have a wonderful day.

Best regards,

Ruben Lee

# Unit 65 Resignation Letter Samples

## 1. Bank Manager Resignation Letter

111 Jalan Penghulu Hasan Mustofa  
Bandung, 40191  
January 12, 2022

Kimberly Johnson  
Goldrush Bank  
120 Dago Street  
Bandung, 40169

Dear Mrs. Johnson,

I am writing to provide formal notice of my resignation from Goldrush Bank. I will not be available on February 12, 2022.

I believe that one month is sufficient notice for you to find a replacement for my position. I would be pleased to help train the individual you choose to replace me.

Thank you for employing me for the past eight years. My experience as manager has been very precious and I am confident that I will use many of the skills I have learned at Goldrush Bank in the future.

If you have any concerns, please contact me at my personal email address below.

Sincerely,

Brian Adams



## 2. Best One-Month Resignation Letter Sample

1500 California Street,  
San Francisco, CA 94114  
(415) 643-7555

May 10, 2022

Brian Smith

Brian's Gadget

1000 California Street,  
San Francisco, CA 94114  
(415) 643-7666

Dear Mr. Smith,

I am writing to formally announce my resignation from the company, effective June 10, 2022. I am forced to leave this company due to my family interest.

I really appreciate all of your support, guidance and cooperation during my employment. Working for Brian's Gadget has given me priceless experience with a wonderful group of colleagues. I am confident that I will use many of the skills I have learned at Brian's Gadget in future.

If there is something I can do to make a smooth handover process, I will be more than happy to help you.

Sincerely,

Sean Hernandez

### 3. Email Resignation Letter Sample

To : xyz@abc.com  
cc : vwx@abc.com  
Subject : Resignation Notice

Dear Mr. Washington,

I am writing to inform you of my resignation from the company, effective June 12, 2022. I really enjoy working here but I have to leave it and its community due to my family interest.

I really appreciate all of the support, guidance and cooperation from you and other colleagues during my employment. Working for ABC Company has given me priceless experience and valuable skills. I am confident that I will use many of the skills I have learned at ABC Company in future.

Please let me know if there is something I can do to make the handover process before I leave you all. I wish you all big success.

Sincerely,

Naomi Johannes

## 4. Formal Resignation Letter Sample

1111 Northeast Multnomah Street  
Portland, OR 97232  
(503) 288-1111

May 6, 2022

Michael Anthony  
Central Bank of Portland

1234 Northeast Multnomah Street  
Portland, OR 97232  
(503) 288-1234

Dear Mr. Anthony,

This letter is to provide you with a formal notice of my resignation from Central Bank of Portland, effective June 6, 2022. I have made this difficult decision to leave this company due to my personal circumstances.

I am really grateful for all of your support, guidance and cooperation during my employment. The Central Bank of Portland has been a wonderful place to work in. My experience as an employee has been very precious and I am confident that I will use many of the skills I have learned at Central Bank of Portland in future.

If there is something I can do to make the handover process, please contact me at my personal email address bary@mail.com or call me at (297) 9876543. I wish you and the company all the best.

Sincerely,

Mary Maloney

## 5. Job Resignation Letter Sample

Mark Maloney Anthony  
12 Market St.  
San Francisco, CA 99414  
(415) 123-456

April 4, 2022

Mr. Robert Williams  
Human Resources Manager  
China Town Hotel  
123 Cole St  
San Francisco, CA 99417  
(415) 456-123

Dear Mr. Williams,

This letter is to inform you about my resignation from my position beginning May 1, 2022. I have decided to move to another company because I need to develop my career which is not available in this company.

I thank you very much for your guidance and full support during my work at China Town Hotel. I have had a lot of valuable colleagues, expertise and skills so far which are very valuable for my next career.

Please let me know if there is something I can do to make a smooth handover process.

Sincerely,

Mark Maloney Anthony



## 6. Polite Resignation Letter Sample

J.E. Irausquin Blvd 100 B  
Oranjestad 200030, Aruba

May 5, 2022

Farid Bani Adam  
Bank of Aruba

J.E. Irausquin Blvd 230 A  
Oranjestad 200030, Aruba  
+297 12345678

Dear Mr. Adam,

I, herewith, would like to provide you with a formal notice of my resignation from Bank of Aruba, effective June 5, 2022. I have made this difficult decision to leave this company due to my personal circumstances and there is not any cause from Bank of Aruba's Management and administration.

I really appreciate all of your support, guidance and cooperation during my employment. Working for Bank of Aruba has been a wonderful experience with an excellent group of colleagues. My experience as secretary has been very precious and I am confident that I will use many of the skills I have learned at Bank of Aruba in future.

If there is something I can do to make a smooth handover process, please contact me at my personal email address bary@mail.com or call me at (297) 9876543.

Sincerely,

Bary Van Hallen

## 7. Professional Resignation Letter Sample

111 Wood Rd,  
Braintree, MA  
Phone (781) 123-123

March 12th, 2022

Chuck Morgan  
Brockton Bank  
101 Westgate Dr,  
  
Brockton, MA

Dear Mr. Morgan,

This letter is to provide formal notice of my resignation from Brockton Bank. I will not be available on April 13, 2022.

I am sure that one month is sufficient notice for you to find a new personnel. I would be pleased to help train the individual you choose to replace me.

Thank you for employing me for the past four years. As your colleague, I have learned a lot about banking skills and many other aspects of a team work success. Besides, I have been very happy to have such wonderful colleagues and working environment at Brockton Bank. Nevertheless, I have to leave due to my personal circumstances.

If you have any concerns, please contact me at my personal email address below.

Sincerely,

Robert Marley

## 8. Resignation Letter Template

(Your Name)

(Your Address)

(Date)

(Name and or Position of Recipient)

(Address of The Company)

Dear Sir,

This letter is to formally inform you of my resignation from my position beginning (date). The reason for my resignation is (State the reason here).

I thank you very much for your guidance and full support during my work at (Company Name). I have had a lot of new expertise and skills during this time.

Please let me know if I can be of any assistance during the transition.

Sincerely,

(Signature)

(Your Name)

## 9. Secretary Resignation Letter Sample

Robert Murphy  
212 Saint Martin Street  
Miami, 12345  
Tel 305-23245

October 1, 2022

Kimberly Johnson  
Bank of America  
120 Abraham Lincoln Street  
Miami, 12345

Dear Mrs. Johnson,

I, herewith, would like to provide you with a formal notice of my resignation from Bank of America effective October 12, 2022.

I will be accepting a position as a customer relation manager with Hilda Hotel. I believe that I have to take this opportunity for my career development.

Thank you for employing me for the past four years. Working for Bank of America has been a wonderful experience with an excellent group of colleagues. My experience as secretary has been very precious and I am confident that I will use many of the skills I have learned at Bank of America in future.

If you have any concerns, please contact me at my personal email address below.

Sincerely yours,

Robert Murphy

P.S. My email is [ada@mail.com](mailto:ada@mail.com)



## 10. Teacher Resignation Letter Sample

1001 Avenue of the Americas  
New York, NY 10018  
(212) 768-8888

May 12, 2020

Abraham Washington  
Head Teacher  
Lincoln Academy  
1001 Avenue of the Americas  
New York, NY 10018  
(212) 768-9999

Dear Mr. Washington,

I am writing to formally inform you of my resignation from the school, effective June 12, 2020. I really enjoy teaching here but I have to leave it and its community due to my family interest.

I really appreciate all of the support, guidance and cooperation from you and other colleagues during my employment. Teaching Lincoln Academy's students has given me priceless experience and better sense of brotherhood. I am confident that I will use many of the skills I have learned at Lincoln Academy in future.

Please let me know if there is something I can do to make a smooth handover process before I leave you all. I wish you all big success.

Sincerely,

Jerry Thomas

## 11. Two-Week Notice Resignation Letter Sample

123 Prince St, Sydney,  
NS B1P 5K6, Canada

May 4, 2020

Roger May  
XYZ Company  
345 Prince St, Sydney,  
NS B1P 5K6, Canada

Dear Mr. May:

I am writing to announce formal notice of my resignation from XYZ Company, effective two weeks from today's date.

I thank you very much for all of your support and guidance during my employment. It has been so precious and full of joy. However, I have to make this difficult decision to resign from this company due to my personal circumstances.

If you need me during this transition time, I would be glad to help you.

Sincerely,

Michael Spencer

# Unit 66 Resume Samples and Templates

## 1. Bartender Resume Sample

### **BRIAN HERNANDEZ**

A hardworking, personable bartender with 10+ years of experience at busy bars and cafes in Chinatown area. Hospitable attitude supported by mastering over 100 cocktail recipes and creating different recipes to increase bar revenue whenever he's assigned. 444 Main Street, San Francisco, CA (1) 888-9012

[Brian@englet.com](mailto:Brian@englet.com) [linkedin.com/in/brian999](https://www.linkedin.com/in/brian999)

#### **SKILLS**

Excellent Customer Service Skills, Knowledge of 100+ Drink Recipes, Wine and Food Pairing, Finance and Accounting.

#### **EXPERIENCE**

##### **Royal Caribbean International, Miami — Bartender**

MARCH 2010 - PRESENT

- Preparing alcohol and non-alcohol beverages.
- Interacting with customers, taking orders, making cocktails, serving snacks and drinks.
- Planning and presenting a bar menu.
- Restocking and replenishing bar inventory and supplies.

##### **Royal Caribbean International, Miami — Bar Waiter**

JANUARY 2008 - DECEMBER 2009

- Taking orders, delivering orders to customers.
- Helping the bartender restock the bar.

##### **Alchemist Bar & Lounge, San Francisco — Bartender**

JANUARY 2003 - NOVEMBER 2007

- Preparing alcohol and non-alcohol beverages.
- Interacting with customers, taking orders and serving snacks and drinks.

- Restocking and replenishing bar inventory and supplies.

## EDUCATION

ICEP HOTEL SCHOOL, SAN FRANCISCO — *Bachelor Degree*

JULY 1998 - JUNE 2022, SAN FRANCISCO

Majoring in Food and Beverage Services, with GPA 3.74.

## AWARDS

Employee of the Month, Royal Caribbean International.

## 2. Chronological Resume Template

### RESUME

Email : .....

1. Name : \_\_\_\_\_

2. City of Birth : \_\_\_\_\_

3. Country of Birth : \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_

5. Address : \_\_\_\_\_

6. Telephone Number: \_\_\_\_\_

7. ZIP Code : \_\_\_\_\_

8. E-mail Address : \_\_\_\_\_

9. Marital Status : \_\_\_\_\_

10. Spouse's Name : \_\_\_\_\_

11. Children's Name : \_\_\_\_\_

12. Father's Name : \_\_\_\_\_

13. Mother's Name : \_\_\_\_\_

14. Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

15. Education : \_\_\_\_\_

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16. Special Skills : \_\_\_\_\_

17. Employment Experience :

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19. Employment Objective :

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### 3. Contemporary Resume Template

[Your Name]

[Job Title]

[ Street Address]

[ City, Country, Post Code]

[ Email]

#### SKILLS

[Your Skill, your skill, your skill, ...]

#### EXPERIENCE

[Institution's Name, City] - [Job Title]

[Month, Year] - [Month, Year]

- [Task/Duty/Responsibility].
- [Tas/Duty/Responsibility].

[Institution's Name, City] - [Job Title]

[Month, Year] - [Month, Year]

- [Task/Duty/Responsibility].
- [Tas/Duty/Responsibility].

[Institution's Name, City] - [Job Title]

[Month, Year] - [Month, Year]

- [Task/Duty/Responsibility].
- [Tas/Duty/Responsibility].

#### EDUCATION

[University/College, City] - [Degree], [Month Year]

Majoring in [Your Major].

#### AWARDS

[Awards You Have Received], [Institution], [City].

## **4. Financial Research Assistant Resume**

### **SUSAN WALKER**

222 East Sixth Street  
Bloomington Indiana 47401  
(913) 321-43456  
e-mail : susan@gmail.com

### **EMPLOYMENT OBJECTIVE**

Financial Research Assistant

### **EDUCATION**

Indiana University (Bloomington)  
Bachelor of Business Administration

### **EMPLOYMENT EXPERIENCE**

1. Financial Research Assistant, First Bank (Bloomington, Indiana)
2. Auditor Assistant Intern, Excellent Financial Research Service (Bloomington, Indiana)

### **LANGUAGES**

1. English
2. Spanish
3. French

### **COMPUTER SKILLS**

1. Microsoft Office Excel
2. Quicken
3. Oracle E-Business Suite

## **5. Functional Resume Template**

### **[Your Name]**

[Street Address]

[City, Province/State, Country, Zip Code]

[Phone Number]

[Email]

### **EMPLOYMENT OBJECTIVE**

[Job Title]

### **EDUCATION**

[College/University], [City]

[Degree]

### **EMPLOYMENT EXPERIENCE**

1. [Job Title], [Company/Institution] [(City, Province)]

2. [Job Title], [Company/Institution] [(City, Province)]

### **LANGUAGES**

1. [Language]

2. [Language]

3. [Language]

### **COMPUTER SKILLS**

1. [Software/Application/Program]

2. [Software/Application/Program]

3. [Software/Application/Program]

## 6. Insurance Agent Resume Sample

# Ben Arnold

**Insurance Agent**

---

### Ben Arnold

333 Fourth Ave #111

San Diego, CA 92103

+1 619-333-3333

arnold@englet.com

---

### Skills

1. Excellent Customer Service Skills.
  2. Excellent Sales Skills with Auto, Life and Homeowner's Insurance.
  3. Knowledge on a Variety of Insurance Products.
  4. Excellent Communication Skills.
  5. Proficient in Microsoft Office Suite.
  6. Good Outbound Call Skills.
- 

### Experience

#### **Let's Insure** / Senior Insurance Sales Agent

JANUARY 2019 - PRESENT, SAN DIEGO

- Answer questions regarding insurance claims.
- Sell various insurance products.
- Explain each policy.
- Scrutinize, examine, and evaluate whether or not a property is a good risk.
- Customize insurance programs to suit different customer's needs.

#### **Nationwide Insurance** / Insurance Sales Agent

JUNE 2010 - DECEMBER 2018, SAN DIEGO

- Explained a variety of insurance policies to potential clients.
- Guided clients in selecting coverage that suits their needs.
- Customized insurance policies to meet clients' needs.
- Processed insurance insurance policy renewals.

- Assisted clients in filing insurance claims.

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## Education

**American States University** / Bachelor Degree in Economics  
SEPTEMBER 2006 - APRIL 2010, SAN DIEGO  
Graduated with Honors.

---

## Awards

**Let's Insure / San Diego**  
Employee of the Year, 2019

## 7. Pharmacist Resume Sample

### DICK RONALD



A professional pharmacist with 8 years of experience in a busy hospital and pharmacy in Massachusetts. Excellent at dispensing prescription, efficient at working, strong at critical and analytical thinking. Managed to make a good decision, I can reduce the team's error and increase the team's performance and productivity by 10 %.

666 Leonard Road

Melrose, MA 02176, United States

(1) 777-8888

RONALD@ENGLT.COM

### Skills

Proper knowledge in medication administration and dispensing, extensive knowledge of medical terminology, excellent at customer service and interpersonal communication, computer literate, strong organization skills and a good team work person.

### Experience

**JANUARY 2021 - PRESENT**

**Melrose Wakefield Hospital, Melrose - Clinical Pharmacist**

- Compounding and dispensing medications as prescribed by physicians.
- Monitoring customers' drug therapies, recommending interventions, explaining to customers of any possible side effects.
- Completing operational requirements of the pharmacy including managing the pharmacy's inventory.

**MARCH 2018 - SEPTEMBER 2020**

**Massachusetts General Hospital, Boston - Clinical Pharmacist**

- Compounding and dispensing medications as prescribed by physicians.
- Completing operational requirements of the pharmacy including managing the pharmacy's inventory.

**AUGUST 2014 - DECEMBER 2017**

**Walgreens Pharmacy, Boston** - Retail Pharmacist

- Dispensing medications as prescribed by physicians.
- Filling prescriptions and handling paperwork.

**Educationwards**

SEPTEMBER 2008 - APRIL 2014

**University of Arizona, Tucson** - *Pharm. D*

Scholastic Excellence Awards, 2010.

**Awards**

The APhA Distinguished Federal Pharmacy Award, 2020.

# Unit 67 Retirement Letter Samples

## 1. Employee Retirement Letter Sample

Jl. Sukaindah No. 5 Sukarajin I  
Cikutra Cibeunying Kidul  
Bandung  
Indonesia Zip Code 40124  
December 12th, 2020

Susan Green  
Royal Island Cruise Line  
120 Dago Street  
Bandung, Indonesia Zip Code 40191

Dear Mrs. Green:

I would like to inform you that I am retiring from my position with Royal Island Cruise Line, effective February 1, 2021.

I personally thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed working for Royal Island Cruise Line and appreciate the invaluable support and precious guidance provided me during my employment with the company.

If I can be of any assistance during these two month transitions, please contact me at my personal email below.

Sincerely yours,

Sutarmaji

email : [sutarmaji@englet.com](mailto:sutarmaji@englet.com)

## 2. Employee Retirement Letter Template

[Your Name]

[Your Address]

[Your City, Zip Code, State, Country]

[Date]

[Recipient's Name/Title]

[Company's Name]

[Company's Address]

[City, Zip Code, State, Country]

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

I would like to inform you that I am retiring from my position with [Company's Name], effective [Date].

Please allow me to personally thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed working for [Company's Name]. From the bottom of my heart, I appreciate the invaluable support and precious guidance provided to me during my employment with the company.

If I can be of any assistance during these [Duration] transitions, please contact me at my personal email below.

Sincerely yours,

[Your Name]

email : [Your email]

### 3. Retirement Payment Letter Sample

#### OBASO LTD

International House Homewell Havant Hants PO99 1EE  
Tel: 44 (0) 23 92 473014 Fax : 44 (0) 239247 1747

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Private & Confidential

Our Ref :

SS/MTP

Sutarmaji

Jl. Sukaindah No. 5 Sukarajin I

Cikutra Cibeunying Kidul

Bandung

Indonesia Zip Code 40124

24 February 2022

Dear Sutarmaji,

Royal Islands Cruises Ltd Shipboard Retirement Plan

I refer to your recent claim for a Retirement payment and now write to advise you that your claim has been agreed.

I will instruct the Trustees today to issue a telegraphic transfer in the sum of \$ 5,000.00 which is to be sent to your bank as requested. Please allow a minimum of 14 days for receipt of your payment.

If you have any queries, please use our email address as we find that this is the most efficient way of receiving queries from you, or telephone me on the above number.

Yours sincerely,  
OBAS LIMITED

Michelle Patonny  
Employee Benefits Administrator

# Unit 68 Salary Letter Samples

## 1. Promotion and Salary Increment Letter Sample

### Blue Ocean

No. 234 South Street, San Francisco, CA 9999, Phone 1234567

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October 1, 2021

From:

Hotel Director

Blue Ocean

To:

Mr. Mark Turner

First Housekeeper

Subject: Promotion & Salary Increment

Dear Mr. Turner:

After carefully observing and analyzing your work as First Housekeeper during the last three years, I granted your Sub-Division Head's proposal that you should be promoted for your consistent hard work and positive attitude.

I am pleased to inform you that your promotion to Chief Housekeeper will take effect from November 1, 2021. Your monthly salary will be \$10,000 with effect from December 1, 2021.

You can read your new responsibilities in the attachment of this letter.

Should you need more information, please contact me at 12345 or email me at [director@blueocean.com](mailto:director@blueocean.com).

Sincerely,

Christopher Williams

Hotel Director

## 2. Salary Increase Letter Sample

### Knit Master

12 Main Road Victoria Seychelles 56789 Phone 248-1234567 www.knit.com

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March 25, 2022

John Williams  
10 South Road  
Victoria 56789  
Phone 248-7777555

Dear John:

You have been in this new position in Knit Master for two years. You have shown your best dedication to our company. Besides, you have also shown a positive attitude towards the management and your colleagues.

Our observation shows that you have been able to increase the customer satisfaction rate. Accordingly, our sales have increased tremendously. Therefore we would like to thank you for this extraordinary performance.

As of April 1, 2022, we are pleased to raise your hourly wage. Your current hour wage is \$ 10 per hour. Beginning the mentioned-above date, your rate will be \$ 12.50 per hour.

We really appreciate your hard work and positive attitudes. Keep up the good work.

Sincerely,

Brian Smith  
Director

# Unit 69 Sales Letter Sample

## Home National Bank

902 Home Avenue

Portland, Oregon 97207

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March 8, 2022

Mr. George W. Marlon

Boston Transit Authority

57 West City Avenue Boston, MA 02110

Subject: Magic Loans

Dear Mr. Marlon,

At this time, each year, everyone's thoughts turn to vacation plans and home improvements. If you are considering a major recreational purchase or home improvement this year, you may want to find out about Magic Loans Home National Bank.

Magic Loans is a loan that is made against equity that you have in your home. Magic Loans can be used to buy the car or anything you've always wanted. They can also be used for conventional FHA home improvement loans, such as a private swimming pool. Of course, a Magic Loans does not have to be used only for recreational items. You may want to use money that is now equity to pay for college expenses for your children.

So if you have equity in your home and would like to talk with someone about the possibility of borrowing against that equity, please complete the postage-paid reply card included with this letter. Just drop it in the mail and a Home National Bank loan officer will call you to explain Magic Loans possibilities as well as to answer any question you may have. Let us help make your dream come true.

Sincerely,

John M. Peters

President

**PS:** If you need more information on Magic Loans, please contact Home National Bank by calling (350) 421342 or [email us here!](#)

# Unit 70 Sick Leave Sample

28 February 2022

Mr. Daniel Carter,

HR Manager,

Royal Island Cruise Line

Manila, Philippines

Dear Mr. Carter,

I am writing to inform you that I will not be available for duty for a month, March 1st to 30th as I am down with illness described by my physician. I have been advised by the physician to take plenty of bed rest for faster recovery.

I terribly am sorry for the inconvenience I might cause to the ship. I am willing to put in an extra effort to catch up with the belated work once I am back from my sick leave.

Yours sincerely,

Grace Santos

Training Manager

# Unit 71 Termination Letter Samples

## 1. Poor Performance Termination Letter Sample

**Guardian Bookstore**  
Church Street no.1  
Oxford Phone 45181333355

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October 18th, 2021

Dan Louis  
Black Street no. 111  
London

Dear Mr Louis,

After careful review of your job performance during the last three months, we never see any advancement neither in your discipline area nor your quality in performing any duties given to you, we regret to inform you that we **cannot** continue to employ you in our company.

We believe you will be able to get more opportunities in the near future as long as you can immediately improve your performance by correcting your weaknesses in those two areas mentioned above.

You are entitled to two week's severance pay, which will be paid in full on your next paycheck.

Thank you for your understanding in this matter.

Sincerely,

Jack Willis  
Owner

## 2. Termination Letter Sample for Efficiency

### Gift Restaurant

Church Street no.1  
Oxford Phone 45181333355

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January 20th, 2022

Sean Harrison  
Black Street no. 111  
London

Dear Mr Harrison,

As you know, the recent arson have had a big impact on our business. Our sales have dropped 50 percent in the last nine months. Though we do not expect this to be a long-term concern for our business, we do not expect sales to return to normal until next year when the government opens Visit Indonesia Year 2023.

Due to the loss in business we regret to inform you that we are terminating all of our waiters and waitresses for this year. You are entitled to two week's severance pay, which will be paid in full on your next paycheck. Please come in for any scheduled shifts next week.

Thank you for your hard work and dedication at Gift Restaurant. Please apply again for next year.

Sincerely,

George Denver  
Owner

# Unit 72 Thank You Letter Samples

## 1. Thank You Letter for Business Assistance

415 Todd Street

San Jose, CA 96133

September 15, 2021

Dear Geraldine,

It was good to see you at the Pacific Northwest Science Association meeting. Earnestly, I appreciate all you did to make my stay at the university pleasant. And, I have accomplished a great deal, especially with the people concerned with the new solar energy program. I know you were responsible for making sure I had the right appointments, and I want you to know how grateful I am. The general arrangements for the meeting seemed to me to be very good. I heard only compliments from the other members, and I'm sure this is due to your skillful organizational ability. You had your hands full with many details, all requiring your personal attention at the same time. I am more grateful for the time and attention you gave me.

Sincerely,

signature

## 2. Thank You Letter for Job Interview

7817 Woodland Avenue  
Puyallup, WA 98371  
September 15, 2021

Mr. Donald Black  
California Investments, Inc.  
24 Panorama Way  
Puyallup, Washington 98371

Dear Mr. Black,

Thank you for giving me a chance to discuss the insurance broker position at California Investments, Inc., with me. After meeting with you and observing the company's [operations](#), I am sure that my background and skills will meet your requirements.

In addition to my [qualifications](#) and experience, I will bring excellent work habits into your company. I am sure that you require people who can be trusted to carry out the responsibilities with minimal supervision.

I look forward, Mr. Black, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

George Johansen

# Unit 73 Warning Letter Samples

## 1. Warning Letter for Policy Violation

### **Brighton Hotel**

1 Main Road, Victoria, Seychelles Tlp (248) 1234567 [www.bright-motel.com](http://www.bright-motel.com)

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March 10, 2022

Martin Johns  
Room Steward

Dear Mr. Johns  
RE: Warning Over Careless Behavior

Our thorough investigation over last week's guest's accident indicates that you are solely responsible for the incident.

The CCTV at our hotel recorded that you neglected the water spillage in front of the guest's room while you were on duty. You violated our company's policy.

Although the loss from the accident was covered by our insurance, the management can not accept your negligence. But the management has decided not to charge you on this because it was your first time doing this.

Should you keep on doing this bad behavior in future, you will not only receive this warning letter, but also be given a termination letter. Please understand the severity of this warning letter as no further warnings will be given to you for another serious violation against safety.

Sincerely,

Ronald Martin  
HR Manager

## 2. Warning Letter Template

**[Letterhead]**

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[Date]

[Employee's Name]

[Employee's Title]

Dear Mr. [Employee's Last Name]

RE: Warning Over Careless Behavior

Our thorough investigation over [Mention the accident/incident] indicates that you are solely responsible for the incident.

The CCTV at our company recorded that you neglected [Mention the wrong doings] while you were on duty. You violated our company's policy.

Although the loss from the accident was covered by our insurance, the management can not accept your negligence. But the management has decided not to charge you on this because it was your first time doing this.

Should you keep on doing this bad behavior in future, you will not only receive this warning letter, but also [Mention the sanction(s)]. Please understand the severity of this warning letter as no further warnings will be given to you for another serious violation against safety.

Sincerely,

[Your Name]

[Your Title]

# Unit 74 Welcome Letter Samples

## 1. Welcome Letter to New Neighbor

### **Knit Master**

12 Main Road, Victoria, Seychelles, Tlp (248) 1234567 [www.knit.com](http://www.knit.com)

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March 12, 2022

Mr. Raymond Kabayan  
10 Main Road, Victoria

Dear Mr. Kabayan,

We are pleased to extend to you our sincere welcome as a new resident of Main Road, Victoria.

We believe that you are going to love this community because you will realize that the people here conduct their business and friends with full of respect and dignity.

When you are out shopping, Knit Master's shop assistants will be happy to assist you in finding whatever knitted stuff you might need in a friendly and efficient manner.

We look forward to seeing you in our neighborhood.

Sincerely,

Brian Smith  
Owner

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