



Letter Writing Tips.....	2
Sample Letters	3
Sample Appreciation Letter.....	3
Sample Business Introduction Letter	4
Sample Business Letter	5
Sample Business Memorandum.....	6
Sample Business Thank You Letter	7
Sample Congratulation Letter.....	8
Sample Donation Letter.....	9
Sample Invitation Letter.....	10
Sample Letter of Interest	11
Sample Letter of Recognition.....	12
Sample Letter of Reference	13
Sample Termination Letter	14
Sample Apology Letter.....	15
Sample Collection Letter.....	16
Sample Invoice Letter	17
Sample Letter of Appreciation.....	18
Sample Marketing Letter.....	19
Sample Rejection Letter	20
Sample Welcome Letter.....	21
Sample Letter of Inquiry	22
Sample Letter of Application	23
Sample Letter for Pre-Interview or Pre-Screening.....	24
Sample Interview Confirmation Letter.....	25
Sample Job Offer Clarification Letter	26
Sample Networking or Informational Interview Letter.....	27

Introduction:

Letter-Samples.com provides a compilation of business letters on various topics for your easy reference and guidance. All you have to do is select your business letter type make some alterations if necessary and download the letter. These letter samples are free to be used and in

future we do intend to increase our letter sample categories.

We thank you for selecting our business letters and will be pleased to get your feedback on our letters so that if necessary we can make necessary changes.

Letter Writing Tips: Introduction:

Here are some important tips on writing a perfect high impact letter

- Always remember to keep your letter simple and readable with the recipient in mind.
- Try to write concise letters without missing important information.
- Don't try to be too aggressive even if you are writing a complaint letter.
- Do not let your letter exceed one page length mainly your business letter as business people usually prefer one page letters.
- Try to use company letterhead instead of normal page for business letters.
- Do not send "form letters". To make a positive, professional impression, you should make the effort to personalize and tailor each letter to a specific employer.
- Be sure to use a high quality, 8 ½" by 11" bond paper. Preferably use the same paper on which your resume was printed.
- Take care to see that your cover letters are error-free. Be sure to proof-read each letter for typographical, spelling, punctuation and grammatical errors. Have others read your letters for clarity and error checks.
- All letters should be typed and printed. Hand-written letters or notes are unacceptable. Neatness counts and so does attention to detail.
- If you are concerned about damage to your documents, you may want to use a full size manila envelope for mailing. Remember that a professional appearance is important. Be sure to type the return and mailing address directly onto the envelope or onto a label.
- If you are sending your documents to employers by e-mail, be certain that you keep this correspondence professional in manner and follow the same guidelines provided regarding letter content and structure.

Sample Letters

Sample Appreciation Letter

Express your appreciation through a special Appreciation Letter

Name

Street Address

City, State, Zip

Date:

Letter-Samples.com provides a compilation of business letters on various topics for your easy

Dear David,

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation in our recent conference in Montreal on the "future of aviation". The Chairman and Board Members have also asked me to pass on their sincere appreciation for your efforts in supporting the Institute in this important undertaking.

Your skill in chairing the controversial panel on "The Role of Developing Countries in the Future of

Aviation Management" was very much appreciated by those representing all sides of that extremely sensitive topic.

On both a professional and a personal level, I really appreciated the time that the two of us were

able to spend together for fun and reflection during conference down times. I certainly learned a

lot about the unique aspects of aviation operations in your part of the world (not to mention the

things you taught me about the backhand on the squash court!).

Again, thanks so much for your enthusiastic participation in our conference. I have no doubt that it

would not have been the success that it was without your presence.

Please keep in touch, and drop in and visit us whenever you are in this part of the world.

Very sincerely

For more examples of [Appreciation Letters](#) Visit : Letter-Samples.Com

Sample Business Introduction Letter

A sample letter for Introducing your Business

Dear Ms. Campion:

It was a pleasure meeting you briefly at last week's Board of Trade event. I was really fascinated by the kind of work you are doing to provide a better future to the handicapped children. I really appreciate your efforts and thus would like to contribute my part in this mission of yours.

As I was mentioning to you, Center Spread Publications is a specialty publisher that focuses on NGO's and other such organizations which are doing some or the other kind of work for the children. We have been in the business for over 15 years and have been contracted by over 100 organizations to produce annual and special publications on their behalf.

After meeting you, it just occurred to me that we are nearing Children's Day and it might be a good idea to bring out a special subscription featuring the children of your organization. I am sure that you too might have been looking for ways to make this day special for your children. So, accordingly, I would very much like to meet you so that we can discuss this further.

Please feel free to call me at 071-XXX. Waiting for your response.

Your's truly

Sample Business Letter

Dear Rodney:

This is further to our meeting of last week at which we agreed to hold a series of meetings over the next two months to review your experiences of the 1to1 Customer Relationship Management Program.

As discussed at that meeting, the objectives of our review sessions will be to:

- Review and assess the overall effectiveness of the program;
- Identify and document strengths weaknesses of the program;
- Propose customer-focused solutions to address areas of weakness;
- Develop an approach and action plan for Phase 2 of the project;

As agreed, meetings will be held every second Tuesday from 9:00 a.m. until noon, and the location

will alternate between our two offices, the first one to be convened here at Inter-Office on August

14, 2005. Fred Johnson of your CRM group is to act as the meeting coordinator and recording secretary throughout the process.

We look forward to seeing you at the August 14th meeting.

Sincerely

For more examples of [Business Letters](#) Visit : Letter-Samples.Com

Sample Business Memorandum

A sample of a Business Memorandum or a Sales Letter

TO: Bill Meredith
FROM: Mr. Chambers
SUBJECT: Seminar

Dear Bill:

A seminar is being held at the Bolten Hotel on June 15, 1986 at 1:00 P.M. on Selling Computerized High Technology. It is being conducted by ABC Corporation and should be extremely informative.

We are strongly recommending that every member of the sales force attend this seminar and we will, of course, pay the entrance fees for all those attending. I would appreciate it if you would encourage everyone to go, and provide me with the names of those who will be attending no later than June 1st.

Sincerely

Sample Business Thank You Letter

A sample of a General Business Thank You Letter

Dear Mr. Germanian:

As Chairperson of the *Corporate Conscience Campaign - Helping the Homeless in New York*, I am writing this to thank you personally for your company's support in last month's fund-raising effort.

As I indicated when we spoke on the phone two weeks ago, the campaign was considered a resounding success, raising a total of \$1.65 million to-date, significantly exceeding our target of \$1 million. Some donations are still trickling in, so we could end up close to a total of \$2 million. I would also like you to convey my sincere thanks to all those other people of your company who willingly shelled out money to help for the cause. Their efforts are greatly appreciated by the organization.

I believe that the 27 companies that participated in this effort have set a new standard for social responsibility in this community, and have set a powerful example that will inspire other companies and organizations to do the same.

Yours sincerely

Sample Congratulation Letter

Here is a sample letter showing how you can congratulate someone in the most simplest of ways.

Dear (Name)

You have proven the skeptics wrong and accomplished what most said was impossible. There is no doubt that your recent achievements will be spoken of for some time to come and that the admiration for your accomplishments is felt by all of us within the industry as well as the general public.

Please accept my heartiest congratulations for your success.

Sincerely

Letter-Samples.Com

Sample Donation Letter

Hear is sample letter asking for donations for a community cleanliness drive

Dear [Customer Name]:

Will You Join Us In Keeping Our Community Clean?

I am sending this to you as a fellow member of the Houston Downtown community. I'm sure that you must value living in such a quite and peaceful neighborhood, just like I do. However, sometimes in order to keep one's community clean, one needs to take certain actions. That's what this letter is all about - taking action - community action.

For some time our neighborhood has been facing acute problems due to lack of proper waste disposal medium. This is becoming a major reason for the increase in viral fever throughout the community. The local Community Action Committee has been meeting over the past several weeks to combat this problem and their primary recommendation calls for a weekly waste disposal squad. They estimate that the extra cost will be in the range of \$10,000 to \$15,000 per year. Since this budget is not included in this year's municipal budget, some of us have decided to contribute the amount for this month.

I urge you too to join us today in supporting this worthy cause. You can deposit your donation in one of the drop boxes provided near the meeting hall. Together we can work towards our own common good.

Your's in community spirit

Sample Invitation Letter

A sample Invitation Letter for an Environment based Conference

Dear Mr. Moriarity:

The purpose of this letter is to formally invite you, on behalf of the Board of Directors, to be the Closing Keynote Speaker at the upcoming 2008 NEERI Conference.

The theme of this conference is "Global Warming- A Major Environmental Problem". It will be held at the Oceanfront Conference Center, San Antonio from December 3 to 5, 2008.

For your information, Susan Mcleen will be the opening Keynote Speaker. The provisional title of her presentation is "Factors Contributing to Global Warming". We will forward a complete draft speaker program to you in a couple of weeks to give you an idea of the specific subjects that will be covered by the other speakers.

We expect attendance this year to be the highest ever; in the area of 2,000 delegates and 150 speakers. This includes a large contingent from our new European Chapter that is based in Geneva.

In closing, we would be pleased and honored if you would consent to be our closing speaker at the 2008 NEERI Conference.

I will call you in a week or so to follow up on this.

Yours sincerely

For more examples of [Invitation Letters](#) Visit: Letter-Samples.Com

Sample Letter of Interest

Presented is a sample Letter of Interest

Dear Raymond:

Mitchell-Maxwell and Timberline Properties are pleased to submit herewith our letter of interest to participate in your campus neighborhood redevelopment project.

Since being invited to address this exciting opportunity, our team members have collaborated to produce a preliminary plan that we believe will energize the neighborhood, strengthen the University community, and produce long-term benefits for the entire City of Columbus.

As you know, we are a team of professionals with a proven track record in this region that has the ability to successfully transform our plan into reality.

In the weeks ahead, we look forward to receiving comments from Campus Renaissance and the community at large about our preliminary proposal during the public consultation process. We understand that right now the plan is clearly a 'work in progress' which can only be improved by input from the various stakeholders who care the most about the area in question. We therefore look forward to using their input to develop a comprehensive integrated final development plan.

Thank you for giving us the opportunity to participate.

Sincerely

Sample Letter of Recognition

A sample Letter of Recognition

Dear Professor Milton:

On behalf of the North American Society for Computers and Learning in Secondary Education, we would like to recognize and thank you for your valuable assistance with our recent annual conference, held in Boston, in May of this year.

We very much appreciate that you gave freely of your time to assemble and organize the panel on Demystifying the Major Search Engines. We recognize that the contribution of that panel was a key event at the conference and will figure prominently into the summary of proceedings which we will publish next month.

For your information, I have attached a few of the comments we received about your panel from the survey of conference participants. We trust that you enjoyed your time at the conference and we certainly look forward to your participation in next year's event.

Sincerely

For more examples of [Recognition Letters](#) Visit: Letter-Samples.Com

Sample Letter of Reference

Here is a sample Letter of Reference to help you out

To Whom It May Concern:

RE: Customer Reference - Fairmont Litho Arts Inc.

I have been asked to write this letter of reference because our company will no longer be operating its printing plant that has served Fairmont Litho Arts Inc. for more than a decade.

Fairmont Litho Arts has been one of our top customers for the past 12 years. Accordingly, I have no hesitation in recommending them as a company with which to do business.

As far as a company to do business with, Fairmont Litho Arts Inc. is one of the best that we have ever dealt with. Its practice has always been to pay our printing invoices within the 30-day time limit. We did significant amounts of business, especially during the past 5 years, and I cannot recall a late-payment situation involving that company.

Fairmont was one of the best companies that I have ever dealt with from a change-order and work scheduling perspective. We maintained close communication with the company's production people and graphics people always provided us with high quality finished artwork.

Based on our experience, any printing company should be very pleased to be the one that Fairmont Litho Arts selects to do business with once we have closed our doors.

Sincerely

For more examples of [Reference Letters](#) Visit: Letter-Samples.Com

Sample Termination Letter

To Whom It May Concern

Re: How-To Publications Inc. - Notice of Cancellation

Please regard this as my official written notice to terminate all contractual arrangements that I have with your company regarding publication of the works of How-To Publications Inc., of which I am the President and Owner. This termination is to take full effect on December 31, 2007.

As you will remember, when I signed up with PMN in early June, I did have my doubts and reservations about your service, but based on your assurances I decided to give your company a six-month trial run. With that trial period about to expire at the end of this month I am now giving you the two weeks advance notice of cancellation as required in the contract.

For your information, I have been able to find another service that offers much more favorable terms, and I will be working with that company beginning early next year.

Accordingly, would you please have your staff take the necessary action to remove all of my How-To Publications from your network by December 31, 2007.

Sincerely,

For more examples of [Termination Letters](#) Visit: Letter-Samples.Com

Business Letter Samples(Business-to-Client)

Sample Apology Letter

A sample Apology Letter from a Business house to a client

Dear _____ ,

Thank you for your order. At this time we cannot fill your order due to an unexpected shipment delay from our overseas suppliers. We will hold your order for arrival of the merchandise, and ship shortly thereafter. Unfortunately, we cannot provide you with a specific shipping date at this time.

Thank you for your anticipated patience in this matter.

Sincerely

For more examples of [Apology Letters](http://Letter-Samples.Com) Visit: Letter-Samples.Com

Sample Collection Letter

Dear Mr. Macdonald:

Final Notice: Invoice 279-04 - May 10, 2005 - \$1,755.68

You have repeatedly ignored our written requests for payment of the above-noted invoice and you have not contacted us with any explanation.

Consequently, unless we receive payment in full by the end of the business day, August 30, 2005 we will have to take the unpleasant step of turning your account over to a professional collection agency. We would rather not be forced to do this since it will result in damage to your personal credit rating.

To prevent us from taking the final step of turning this matter over to a collection agency, could you please make payment in full by the end of the business day, Friday August 30, 2005. We urge you to please give this matter your full attention now, before it's too late, and send your payment to us immediately.

Sincerely

Sample Invoice Letter

Here is a simple Invoice Letter sample for your assistance

Dear ,

This is to acknowledge our receipt of your invoice # .We are unable to process this invoice due to the fact that you have omitted our purchase order number. Please forward same to us and we will make our remittance promptly. Thank you.

Sincerely

Sample Letter of Appreciation

A sample Business to a Client Letter of Appreciation

Dear [Customer First Name]:

I am sending this letter to express my sincere appreciation to you for your continued patronage of our business. At Designs Today we are well aware that it is repeat customers like you who are largely responsible for 2007 being the best sales year in our 14 year history.

To say thank you in a more concrete way we would like to inform you that we are also offering an exclusive financing package to only our best and most appreciated customers during that same period. Because you are included in that very exclusive group, we are offering you zero down payment, with zero financing charges for the entire first year of ownership of any furniture purchase you make valued over \$1,500 during the month of April.

We are happy to have served you well in the past and we look forward to continuing to provide your home furnishing needs in the future.

Yours with thanks

For more examples of [Appreciation Letters](http://Letter-Samples.Com) Visit: Letter-Samples.Com

Sample Marketing Letter

A typical marketing letter

Dear Customers,

Come and See A Snapshot of Our Latest Products!

Phoenix Designer Mall is one place where you can find everything from designer furnishings to jewellery. We believe in taking care that our customers have a wide range of designs they can choose from.

Here at Phoenix Designer Mall, we have exclusively designed sections to feature each of our products. Our latest products include designer watches from Titan and Quartz. Some of these watches have diamond lined rims while some others feature beautiful leather straps in varied hues. The most interesting part is that, we will be offering a 30% discount to our first 100 customers on any product that they wish to buy.

So what are you waiting for? Just pick up your bags and rush to Phoenix Designer Mall. You might be lucky enough to be one of the first 100 customers.

Sincerely,

Sample Rejection Letter

Here is sample letter rejecting a company on any further loan/credit

Dear Ms. Bragg:

Further to your recent loan application, this is to advise you that we will not be able to extend credit to you at this time.

After a thorough review of your application and the supporting documents you supplied, we have concluded that your current financial situation precludes this institution from extending further credit to you at this time. When your financial picture changes and your current level of riskexposure becomes lower, we would be happy to reconsider your application.

On behalf of Meridian National Bank I thank you for your ongoing business and trust that we will continue to serve you in the future.

Yours truly

For more examples of [Rejection Letters](http://Letter-Samples.Com) Visit: Letter-Samples.Com

Sample Welcome Letter

Here is a sample of a Welcome Letter issued by a firm to its customers

Dear _____ ,

The (name of firm) would like to welcome you as a new customer to our firm. We know that you will be extremely satisfied with our line of products and the service we provide to our customers.

You are invited to purchase our merchandise on our regular open account terms, (set forth terms) Our credit manager, (name) , will be happy to discuss any aspect of our credit policy with you at your convenience.

I am enclosing our catalog and price list for your review. I believe that you will find our prices competitive and in keeping with industry trends. Throughout the year we offer our valued customers frequent discounts as an incentive and as a showing of our appreciation. I do hope you will afford us the opportunity to serve you in the near future.

Sincerely

Professional Letter Samples

Sample Letter of Inquiry

Here is sample letter inquiring the customers about their delay in repaying their overdue amount.

Name
Street Address
City, State, Zip

Dear ____ (name):

We are interested in our customers and are always trying to find new ways to improve our service. For these reasons, we are inquiring if there is a reason for your delay in paying your long overdue account. If we can help - by making your payments smaller or extending our terms or by recommending a loan company -- please let us know. We would appreciate a word from you – as well as your check.

Sincerely

Sample Letter of Application

Here is a sample letter for applying for an on job position.

Name
Street Address
City, State, Zip

Date: MM/DD/YYYY

Dear Mr. Jones,

I am seeking a position in your engineering department where I may use my training in computer sciences to solve Taylor's engineering problems. I expect to receive a Bachelor of Science degree in Engineering from North Carolina State University in June. Since September 2000, I have been participating, through the University, in the Professional Training Program at Computer Systems International in Raleigh. In the program I was assigned to several staff sections as an apprentice. Most recently, I have been a programmer trainee in the Engineering Department and have gained a great deal of experience in computer applications. Details of the academic courses I have taken are included in the enclosed resume.

If there is a position open at Taylor Inc., please let me know whom I should contact for further information. I look forward to hearing from you soon.

Sincerely,
Rebecca Brock

Sample Letter for Pre-Interview or Pre-Screening

Here is a sample letter that can help you present yourself as a possible candidate for an upcoming interview.

Name
Street Address
City, State, Zip

Dear Ms. Hilda

Through Career Services, I learned that Quad/Graphics will be interviewing at the University of Wisconsin-Green Bay on Thursday, February XX, 20XX. I am writing to express my interest in your training program and would like an opportunity to meet with you during your visit.

As a Communication and the Arts major with a Graphic Communications emphasis, I have worked on several team-designed projects ranging from logo design to creating promotional materials for an area business. As you will note on the enclosed resume, I have been an intern for two years with the March of Dimes. I would welcome the chance to apply the skills and knowledge I have gained to a position at Quad/Graphics.

I am eager to have an opportunity to interview with you during your visit to the UW-Green Bay campus. If scheduling an interview is not possible, I would be willing to travel to your office for a meeting. Thank you for considering my candidacy for this position.

Sincerely

For more examples of [Interview Letters](http://Letter-Samples.Com) Visit: Letter-Samples.Com

Sample Interview Confirmation Letter

Here is a sample letter showing how to write a confirmation letter for your acceptance of the job offered.

Name
Street Address
City, State, Zip

Ms. Somebody
Schenck Business Solutions
200 East Washington Street

Dear Ms. Stanonik:

Thank you for extending the offer for an interview. I am enthusiastic about the opportunity to meet with you and further discuss the Staff Accountant career opportunity. Given your organization's emphasis on teamwork, quality customer service and well-developed communication skills, my career goals are a match with your organization's needs.

As discussed, I will arrive at your Appleton office by 2:00 p.m. on Monday, October XX for an orientation meeting and discussion of my interview schedule. I will bring my completed application for employment at this time.

Thank you again for the opportunity to interview with Schenck Business Solutions and for the thoughtful consideration of my qualifications. I look forward to meeting you next week.

Sincerely

Sample Job Offer Clarification Letter

Here we have a sample letter to help you clarify the job profile offered to you before you can actually accept the job.

Name

Street Address

City, State, Zip

Ms. Vera Argo

Recruitment Coordinator

Cargill, Inc.

Cedar Rapids, IA 52513

Dear Ms. Argo:

Thank you for the prompt telephone call concerning the status of my candidacy. I am very pleased to receive an employment offer for the Quality Assurance Chemist position beginning at the end of May 20XX.

Before making a decision regarding this opportunity, I would like to receive additional information about the position as well as the orientation program for the laboratory science personnel.

I am very pleased to have been given an opportunity to begin my professional career with Cargill,

Inc. As you requested, I will make my decision before May X, 20XX.

I look forward to speaking with you in the near future.

Sincerely

For more examples of [Job offer letters](http://Letter-Samples.Com) Visit: Letter-Samples.Com

Sample Networking or Informational Interview Letter

This sample letter is an example of an aspiring photographer asking for advice and advanced information in the field of photography.

Name

Street Address

City, State, Zip

Joe Phoenix

Owner/Entrepreneur

Phoenix Photography

Green Bay, WI 54311

Dear Mr. Phoenix:

While reviewing the Phoenix Network through Career Services at the University of Wisconsin – Green Bay, I found your name as someone who has volunteered to provide career-related advice to students. As a student in the Communication program at the university, I am developing a strong interest in photography as a career. I would be very interested in speaking with you about your experiences as a professional photographer.

My background includes several part-time jobs, including a position I have recently started at the Camera Corner, a local photography studio and retail store. I have always had an interest in photography, which prompted me to register for the Introduction to Photography course offered next fall. I am interested in hearing what you feel are the positives and negatives in the field, what advantages or disadvantages different college majors offer, and what types of experiences you would recommend I pursue.

I would greatly appreciate an opportunity to discuss your thoughts on the field of photography. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely