

L2 SPS 2020

Session 8

The letter

Is more formal than e-mail

Follows conventions for

- greetings
- formatting

John Doe
Causeway Bay Ltd
32 Golden Street
New York 10947

6th Nov 2011

Ms. Jodie Tsung
Pure Water Ltd
18 Carrington Road
London SE27 1HF

Dear Ms. Jodie,

I would like to take this opportunity to thank you for being our business partner in more than decade.

It is our honor to become a partner with your organization that has good reputation, expertise and experience in food and beverage industry.

We have been sharing success in our business and I, on behalf of the Causeway Bay Ltd express hope that this business relationship between the two firms extends until the horizon in the forthcoming years.

Thank you.

Yours Sincerely,



John Doe,
President

Important points

1. Make sure you observe the layout carefully
2. Avoid a familiar tone and contractions
3. Be polite
4. State clearly what you want
5. Organise your text into logical paragraphs
6. Consider the transitions between each part
7. Remember to re-read and check for errors
8. Include your name in your pdf filename