

CORRESPONDENCE – BUSINESS WRITING EXAMPLE

[BYU-Idaho letterhead]

March 1, 2007

Mrs. Jane Newemployee
Any Department
BYU-Idaho
Rexburg, ID 83460-0000

Dear Mrs. Newemployee:

The preferred style for a business letter at BYU-Idaho is block formatted. The lines, including the date and the complimentary closing, begin at the left margin. The right margin is not justified. Paragraphs are not indented and should be single spaced with double spaced between the paragraphs. Do not divide paragraphs that contain three lines or less between two pages. On the top of the continuation pages put the full name, the date, and the page number.

The inside address should include the name of the addressee, usually with a courtesy title preceding the name. Also include the company name, address, city, two-letter state abbreviation, and zip code.

The signature block includes the complimentary closing typed two lines below the body of the letter. The author's name and title should be four lines below the complimentary closing.

The reference initials are typed two lines below the last line of the signature block. Only the typist's initials are necessary if the author is the one signing. The Enclosure or Attachment notation is directly below the reference initials. If there is an enclosure or attachment with the letter, it should be mentioned in the body of the letter.

Use a copy notation (c:) if someone other than the addressee is to receive a copy of the letter. The c stands for copy to and is now the preferred format for copy notations. You may wish to use blind copy notation (bc:) if you do not want the addressee to know someone else is receiving a copy.

Following these guidelines will ensure a consistent and professional appearance in all BYU-Idaho letters. I have enclosed a pamphlet to help you with the letter writing process. (Not really, but I wanted to mention this so I could use the Enclosure notation.)

Sincerely,

Bill Letterexpert

psh
BL/wld00.wpd
Enclosure
c: Mary Otternnewemployee

The Complete Of Personal Letter Writing And Modern Correspondence

Frank Moore Colby, Talcott Williams



The Complete Of Personal Letter Writing And Modern Correspondence:

The Complete Book of Personal Letter-writing and Modern Correspondence Lessor A. Blumenthal, 1969 Complete Book of Personal Letter-writing and Modern Correspondence ,1979 *The Life and Times of John Keats: Complete Personal Letters & Two Extensive Biographies* John Keats, 2023-12-23 In *The Life and Times of John Keats Complete Personal Letters & Two Extensive Biographies* readers are granted intimate access to the thoughts and experiences of one of the Romantic era's most revered poets. The volume meticulously compiles Keats's personal correspondence, revealing his profound insights on love, mortality, and artistic aspiration. This work not only showcases Keats's lyrical mastery but also offers a candid reflection of his evolving philosophy within the broader Romantic context, characterized by its emphasis on individual emotion and nature. The inclusion of two extensive biographies complements the letters, providing readers with an in-depth understanding of Keats's struggles and triumphs against the backdrop of a turbulent historical period marked by rapid change and artistic innovation. John Keats (1795-1821), despite his brief life, left an indelible mark on English literature, shaped by his experiences in a transformative age. The son of a stable keeper, Keats grew up surrounded by the harsh realities of life, yet his passion for poetry blossomed amidst personal tragedies, including the loss of family and friends. These formative experiences deeply influenced his writing, compelling him to distill complex emotions into poignant verse, which is vividly reflected in his letters. This enriching collection is highly recommended for both seasoned scholars and newcomers to Keats's oeuvre. By immersing yourself in these letters and biographies, you will not only gain insight into the poet's life but also experience the personal and artistic struggles that underscore his remarkable legacy. Engage with Keats's journey and discover the emotional depth that continues to resonate with readers today. Reader's Digest WRITE BETTER SPEAK BETTER ,1972 **Doing Library Research** Robert K. Baker, 2019-03-13 Many college students remain puzzled by card catalogs; can't find books they need and fail to use many of the important resources of the library despite tours, explanations, and much assistance from librarians. In this book, a community college librarian provides the direction students need to utilize the resources typically found in a community college. The New International Encyclopædia Frank Moore Colby, Talcott Williams, 1917 Class Matters Simon Middleton, Billy G. Smith, 2011-06-03 As a category of historical analysis, class is dead, or so it has been reported over the past two decades. The contributors to *Class Matters* contest this demise. Although differing in their approaches, they all agree that socioeconomic inequality remains indispensable to a true understanding of the transition from the early modern to modern era in North America and the rest of the Atlantic world. As a whole, they chart the emergence of class as a concept and its subsequent loss of analytic purchase in Anglo-American historiography. The opening section considers the dynamics of class relations in the Atlantic world across the seventeenth and eighteenth centuries, from Iroquoian and Algonquian communities in North America to tobacco lords in Glasgow. Subsequent chapters examine the cultural development of a new and aspirational middle class and its relationship to changing economic conditions and the articulation of corporate and industrial

ideologies in the era of the American Revolution and beyond A final section shifts the focus to the poor and vulnerable tenant farmers infant paupers and the victims of capital punishment In each case the authors describe how elite Americans exercised their political and social power to structure the lives and deaths of weaker members of their communities An impassioned afterword urges class historians to take up the legacies of historical materialism Engaging the difficulties and range of meanings of class the essays in *Class Matters* seek to energize the study of social relations in the Atlantic world

Personal Letters between Lu Qingsheng and Jiang Zhenyuan, 1961-1986 Letian Zhang,Yunxiang Yan,2018-04-17 This rare unusual collection contains a total of 774 letters most of which were written by a couple Mr Lu and Ms Jiang who lived apart for more than fifteen years between 1961 and 1986 and relied mainly on letter writing to communicate They passionately revealed romantic love and conjugal compassion to each other they discussed mundane details of everyday family life including management of the household economy efforts of interacting with in laws relatives and friends learning course of raising children and strategies of coping with financial hardship They also sincerely engaged each other in a soul searching process of making themselves into socialist subjects and participating in various political campaigns The content of these letters is as rich and complicated as the flow of life itself in which the personal economic and political are intermingled together The degree of sincerity and honesty in these letters is greater than that in many other kinds of historical data because the authors are not writing for public consumption This rare collection of personal letters presents not only a huge amount of original and disaggregated data but also constitutes an oral history of social life in China that is unintentionally being recorded by the authors

Male Friendship and Testimonies of Love in Shakespeare's England Will Tosh,2016-04-23 Male Friendship and Testimonies of Love in Shakespeare's England reveals the complex and unfamiliar forms of friendship that existed between men in the late sixteenth century Using the unpublished letter archive of the Elizabethan spy Anthony Bacon 1558 1601 it shows how Bacon negotiated a path through life that relied on the support of his friends rather than the advantages and status that came with marriage Through a set of case studies focusing on the Inns of Court the prison the aristocratic great house and the spiritual connection between young and ardent Protestants this book argues that the friendship spaces of early modern England permitted the expression of male same sex intimacy to a greater extent than has previously been acknowledged

Philosophical Letters, Abridged Margaret Cavendish,2021-07-14 Margaret Cavendish 1623 1673 is a fascinating figure who is getting increasing attention by historians of philosophy these days and for good reason She's an interesting advocate of a vitalist tradition emphasizing the inherent activity of matter as well as its inherent perceptive faculties She's also the perfect character to open students and their teachers up to a different seventeenth century and a different cast of philosophical characters This is an ideal book to use in the classroom The *Philosophical Letters* 1664 gives us Cavendish's view of what was interesting and important in the philosophical world at that moment a view of philosophy as it was at the time by an engaged participant There are few documents like it in the history of

philosophy Deborah Boyle's Introduction provides a very accessible summary of Cavendish's natural philosophy as well as good introductions to the other figures that Cavendish discusses in the book Boyle's annotations are not extensive but they are a great help in guiding the student toward an informed reading of the texts Daniel Garber Princeton University

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Table of Contents The Complete Of Personal Letter Writing And Modern Correspondence

1. Understanding the eBook The Complete Of Personal Letter Writing And Modern Correspondence
 - The Rise of Digital Reading The Complete Of Personal Letter Writing And Modern Correspondence
 - Advantages of eBooks Over Traditional Books
2. Identifying The Complete Of Personal Letter Writing And Modern Correspondence
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an The Complete Of Personal Letter Writing And Modern Correspondence
 - User-Friendly Interface
4. Exploring eBook Recommendations from The Complete Of Personal Letter Writing And Modern Correspondence
 - Personalized Recommendations
 - The Complete Of Personal Letter Writing And Modern Correspondence User Reviews and Ratings
 - The Complete Of Personal Letter Writing And Modern Correspondence and Bestseller Lists
5. Accessing The Complete Of Personal Letter Writing And Modern Correspondence Free and Paid eBooks

- The Complete Of Personal Letter Writing And Modern Correspondence Public Domain eBooks
- The Complete Of Personal Letter Writing And Modern Correspondence eBook Subscription Services
- The Complete Of Personal Letter Writing And Modern Correspondence Budget-Friendly Options
- 6. Navigating The Complete Of Personal Letter Writing And Modern Correspondence eBook Formats
 - ePub, PDF, MOBI, and More
 - The Complete Of Personal Letter Writing And Modern Correspondence Compatibility with Devices
 - The Complete Of Personal Letter Writing And Modern Correspondence Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of The Complete Of Personal Letter Writing And Modern Correspondence
 - Highlighting and Note-Taking The Complete Of Personal Letter Writing And Modern Correspondence
 - Interactive Elements The Complete Of Personal Letter Writing And Modern Correspondence
- 8. Staying Engaged with The Complete Of Personal Letter Writing And Modern Correspondence
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers The Complete Of Personal Letter Writing And Modern Correspondence
- 9. Balancing eBooks and Physical Books The Complete Of Personal Letter Writing And Modern Correspondence
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection The Complete Of Personal Letter Writing And Modern Correspondence
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine The Complete Of Personal Letter Writing And Modern Correspondence
 - Setting Reading Goals The Complete Of Personal Letter Writing And Modern Correspondence
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of The Complete Of Personal Letter Writing And Modern Correspondence
 - Fact-Checking eBook Content of The Complete Of Personal Letter Writing And Modern Correspondence
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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