

# How to Format a Proper Letter

And....see if you can spot the errors

560 North Moorpark Road # 236  
Thousand Oaks, CA 91360

August 12, 1996

McCormick & Schmick's Fish House  
206 North Rodeo Dr.  
Beverly Hills, CA 90210

Dear Sir or Madam,

I would like to dine in your establishment on the evening of Thursday, Sept 12, 1996, but I have a predicament. I suffer from immense odor. I have tried everything, including :baths, colognes, skin washes. I have been to a doctor who told me there's nothing he can do. I just stink. It is embarrassing. I am used to the odor, but I am afraid others are not.

My question: Can I dine by the garbage area so others won't be offended? If you can put a table and chair out there I can eat by your dumpsters. Believe me the smell is that bad. It's stinky! Everybody will be happy and I'll get my meal. I will sit by your garbage bins and enjoy my meal. I don't mind the stench.

I will pay for any additional expense. It's just that I can't take the stress anymore and I don't want to offend other diners. I have been successful with this at other restaurants but to tell you the truth I am tired of chicken. I want some good old fashioned seafood. I have heard of your Copper River Salmon. I write ahead so that when I arrive at your restaurant and you get a whiff of my odor you won't turn me away. You will simply lead me to the garbage bins outside and seat me where I will enjoy my meal.

The reservation will be for Sept 12, 1996. Or another night if you are busy that night. Let me know. Thanks for writing back. Again, let me know the cost of this service. Thank you.

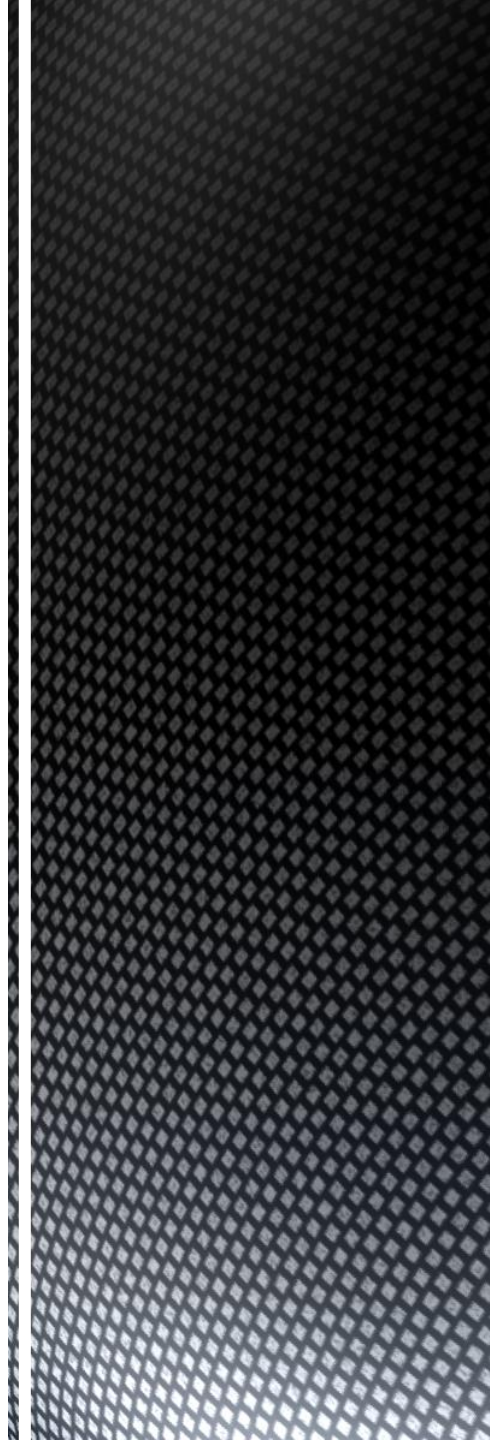
Sincerely,

*Ted L Nancy*

Ted L. Nancy

Now it's time for....

**SPOT THE ERRORS!**



## WHAT IS WRONG WITH THIS LETTER?

560 North Moorpark Road # 236  
Thousand Oaks, CA 91360

July 15, 1995

Dear Mr. Vice President:

I think you are the best Vice President this country has ever had! I think that you bring a certain something to the Vice Presidency that hasn't been there before. There are many of us out here that admire the work you do. We know you care about us.

So even though we don't tell you every day that we think you're doing a great job, this note says **THAT YOU ARE!**

I hope you are Vice President forever! You're more than a VP – you're an MVP – Most Valuable Vice President. I could see you as Vice President forever! Under many Presidents. You look like Sylvester Stallone. Same hair. God bless the work you do!

With utter respect,  
Ted L. Nancy

Perfect!

560 North Moorpark Road # 236  
Thousand Oaks, CA 91360

July 15, 1995

Vice President Al Gore  
Admiral House  
34 Massachusetts Ave  
Washington, D.C. 20005



Dear Mr. Vice President,

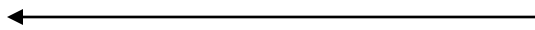
I think you are the best Vice President this country has ever had! I think that you bring a certain something to the Vice Presidency that hasn't been there before. There are many of us out here that admire the work you do. We know you care about us.

So even though we don't tell you every day that we think you're doing a great job, this note says that you are!

I hope you are Vice President forever! You're more than a VP – you're an MVP – Most Valuable Vice President. I could see you as Vice President forever! Under many Presidents. You look like Sylvester Stallone. Same hair. God bless the work you do!

With utter respect,

*Ted L Nancy*



Ted L. Nancy



How about this one??

560 North Moorpark Road # 236  
Thousand Oaks, CA 91360

September 26, 1995

Manager  
Ritz Carlton Hotel  
160 East Pearson Street  
Chicago, IL 60611

Dear Ritz-Carlton

I will be making reservations soon to stay overnight at your hotel. During my visit I will be involved in several very important meetings in your restaurant with potential investors.

As part of my presentation, I will be checking in and taking my meetings dressed as a ripe banana. Business decisions will be based on my presentation, and I must be certain that while meeting in the restaurant I am left undisturbed by curious patrons. Perhaps a booth in the back? I don't mind mingling with people in the foyer or lobby.

I look forward to your reply regarding my privacy when dressed as a banana, and a mutually prosperous stay.

Regards

*Ted L Nancy*

Ted L. Nancy

Perfect!

560 North Moorpark Road # 236  
Thousand Oaks, CA 91360

September 26, 1995

Manager  
Ritz Carlton Hotel  
160 East Pearson Street  
Chicago, IL 60611

Dear Sir or Madam,

I will be making reservations soon to stay overnight at your hotel. During my visit I will be involved in several very important meetings in your restaurant with potential investors.

As part of my presentation, I will be checking in and taking my meetings dressed as a ripe banana. Business decisions will be based on my presentation, and I must be certain that while meeting in the restaurant I am left undisturbed by curious patrons. Perhaps a booth in the back? I don't mind mingling with people in the foyer or lobby.

I look forward to your reply regarding my privacy when dressed as a banana, and a mutually prosperous stay.

Regards,

*Ted L Nancy*

Ted L. Nancy

What is wrong here?

September 26, 1995

University of Alabama  
P.O. Box 870126  
Tuscaloosa, Alabama 35487

To whom it may concern:

If one wants to leave a gift to a University who does one contact? I want to bequeath the University of Alabama a valuable.

I think Alabama is a fine city; reflecting good clean quality life in America, morals, sense, respect, and good tuna melts! I have enjoyed your "Bull Dogs" for ages. I have a valuable asset that I think the University of Alabama would make a good home for.

In correspondence regarding this gift, please refer to "Cinnamon." Thanks for taking the time to reply when you receive the gift.

Sincerely,  
Ted L. Nancy



Perfect!

560 North Moorpark Road # 236  
Thousand Oaks, CA 91360

September 26, 1995

University of Alabama  
P.O. Box 870126  
Tuscaloosa, Alabama 35487

Dear Sir or Madam,

If one wants to leave a gift to a University who does one contact? I want to bequeath the University of Alabama a valuable.

I think Alabama is a fine city; reflecting good clean quality life in America, morals, sense, respect, and good tuna melts! I have enjoyed your "Bull Dogs" for ages. I have a valuable asset that I think the University of Alabama would make a good home for.

In correspondence regarding this gift, please refer to "Cinnamon." Thanks for taking the time to reply when you receive the gift.

Sincerely,

*Ted L. Nancy*

Ted L. Nancy

- First, I want you to write your rough draft in your writer's notebook. Make sure you set up your rough draft in the proper format (shown in the slides)
- Remember, you should NOT just copy what you wrote on your Persuasive Letter Outline. The idea is you are making improvements along the way. Add in more details, examples, and explanation. Don't get it right, get it written!
- After you finish your rough draft in your writer's notebook, I want you to go through and read your letter out loud to see if you can catch any errors.
- Next week, I will give you an editing sheet with a list of things to do on your rough draft before you begin to type.

Write a draft in  
your writer's  
notebook