

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Advice – Encourage/Motivate to Keep up the Good Work

Dear :

I am so proud of all that you have accomplished regarding the publication of the new magazine, BLUE. Your hard work and creativity is already obvious in the pages I have seen thus far. I believe that BLUE will become one of the most popular magazines on the newsstand. Please keep up the good work.

Sincerely,

N A M E