

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: Letter to Client from Technical Writer Outlining Services and Fees

Dear :

Thank you for your letter requesting the services at RIGHT WRITE Technical Writing. We at RIGHT WRITE Technical Writing believe in providing the most accurate services to our customers. {Insert services and fees}.

We hope that this can be of help to you. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E