

SOCIAL LETTERS

APOLOGY (formal)

900 Chesapeake Avenue N.W.
Washington, D.C, 20010
September 15, 2003

Dear Mr. Smith:

I want to apologize for not having answered your very kind letter sooner, but I have been away on a trip and just returned today. The photographs you sent are beautiful. My family and I appreciate them very much. They are the best kind of remembrance, and we are very grateful. Again, please accept my apologies for the delay. And please give my best regards to your family.

Sincerely,
Your student, Alfred Chace

APOLOGY (informal)

September 15, 1988

Dear George,
I'm writing to tell you that I've lost your copy of "Gone with the Wind," I left it in the lounge, and someone must have picked it up. I'm really very sorry, and will try to replace it as soon as I can.
Regards, Sam

CONDOLENCES death in the family (formal)

900 Chesapeake Avenue N.W. Washington,
D.C, 20010 September 15, 1988

Dear Mr. Duval:

I was saddened to hear the news. Please accept my deepest sympathy in your time of sorrow.

Your Neighbor,
Catherine S. Black

CONDOLENCES death in the family (informal)

Dear Florence,

September 15, 1988

We're sorry to hear about your grandfather. We all share your sadness. He was a wonderful man and we shall all miss him very much. Please call us if we can help in any way.

In sympathy, Kathy

CONDOLENCES on an illness (formal)

211 Oak Ridge Park Youngtown, OH 33333

September 15, 1988

Dear Ms. Rogers,

We were sorry to hear about your illness and hope that you recover soon. With best wishes for a speedy recovery.

Your English class,
(by Henry Moore)

CONDOLENCES on an illness (informal)

June 1, 1988

Dear Rick,

We were sorry to hear about your illness, and hope that you'll be up and around soon. We miss you!

Get well soon,
Jenny and Paul

CONGRATULATIONS on the birth of a baby (formal)

West 12 Main Street Howard, CA 88888
September 15, 1988

Dear Mr. and Mrs. Miller,

Congratulations on the birth of your daughter Melissa. May you enjoy all the blessings of parenthood?

With very best wishes,

Sincerely,
David R. Johnson

CONGRATULATIONS
on the birth of a baby (informal)

4246 38th Street, N.E. St. Louis, MO, 44444
September 15, 1988

Dear Martha and Tom,
What wonderful news! I was delighted to hear about the baby and that you all are doing well. I want to congratulate both of you on the arrival of Melissa and wish you many years of happy parenting!

Love, Catherine

CONGRATULATIONS on graduation (formal)

25 First Avenue West Norfolk, VA 66666
September 15, 1988

Dear Dr. Harrison:
Congratulations on the completion of your doctoral degree.
May I wish you every success in your new career.

Sincerely,
Edmund J. Hill
Director, Language Center

CONGRATULATIONS on a new job (informal)

Fairwoods Apartments # 42 100 Broad Avenue S.E.
Tulsa, OK 77777 September 15, 1988

Dear Joe,
Congratulations on your new job! We were all really happy to hear the good news and wish you the best of luck.
Let us know how you're getting along-and when you're coming through Tulsa again.
Soon, we hope!

As ever, Ed

CONGRATULATIONS on a birthday (informal)

September 15, 1988

Dear Kathleen,
Happy Birthday, and many happy returns of the day.

Love, Mary

CONGRATULATIONS on a fiftieth wedding anniversary (formal)

Route 4, Box 200 Blackthorn, KY 5555S
September 15, 1988

Dear Mr. and Mrs. Brock,
Congratulations on your golden wedding anniversary! Although we can't be with you to help you celebrate this very special occasion, please know that we are with you in spirit on this happy and auspicious day.
With warmest best wishes.

Sincerely,
Mary and John Smith

INVITATION (informal)

P.O. Box 7
Golden Sands, FL 44444
June 1, 1988

Dear Prof, and Mrs. Miller,
My family and I would like to invite you to spend the Fourth of July holiday at our summer house on the ocean. Our house is near the beach and you will be free to swim and walk along the shore to your heart's content.
We will meet you at the airport and take care of all your transportation. We are looking forward to seeing you and do hope that you can come.

Cordially,
Mary Margaret Nelson

INVITATION (informal)

September 15, 1988

Dear Paul,
We're having a Fourth of July get-together at our summer house. Bring your beach clothes and a good appetite and plan to spend the weekend!

P.S. We'll pick you up at the airport, of course!

INVITATION (informal)

October 4, 1988

Dear Jerry & Carol,
You are cordially invited to come to our annual Halloween costume party on Monday, October 31, 1988 at our home. We promise surprises, fun costumes, and good food. Bring a friend!

Looking forward to seeing you!
The Thompsons,

THANK YOU "bread and butter letter"

Toledo Park Hotel Gincinatti, OH 22222
September 15, 1988

Dear Mr. and Mrs. Williams,
Thank you again for the wonderful weekend! I had such a good time visiting you and your family, and I enjoyed meeting all your relatives. I shall never forget the "warm hospitality."
I hope that someday you are able to visit me and my family. I would like to return your kindness and hospitality, and to show you around my hometown.

Please give my respects to all your family.

Douglas M. White

THANK YOU "bread-and-butter letter"

September 15, 1988

Dear Edith,
Thanks again for a wonderful weekend! The children and I really enjoyed our visit. We think you're the perfect hostess!
Please come visit us in Chicago. We'd all love to have you stay for Thanksgiving.

Love, Laura and Meg

THANK YOU for a gift (formal)

Broad Branch Road 12 A Littleton, NJ 33333
September 15, 1988

Dear Dr. Malone,
My sister and I want to thank you for the wonderful books which just arrived. They will be extremely useful in our courses this next semester. We deeply appreciate your thoughtfulness.

With very best regards,
Sincerely,
Agnes and Irene Howe

THANK YOU for a gift (informal)

9/15/88

Dear Ruth,
Thanks so much for the birthday book. It's just what I need!

Love, Mary

RECOMMENDATION LETTER

Dear Search Committee Chair,
I am writing this letter for Mr. John Smith who has applied for a position in your department. I should start by saying that I cannot recommend him too highly. In fact, there is no other student with whom I can adequately compare him, and I am sure that the amount of mathematics he knows will surprise you. His dissertation is the sort of work you don't expect to see these days. It definitely demonstrates his complete capabilities.
In closing, let me say that you will be fortunate if you can get him to work for you.

Sincerely,

A. D. Visor (Prof.)

RECOMMENDATION LETTER (FOR AN EXCHANGE PROGRAM)

To whom it may concern ,

As the teacher of mathematics I myself personally have known this my student for about 4 years. In the course of this time, in all respects he could show his best social attitude to his environment.

Being highly motivated and showing sparkling examples of a progressive person he has the perfect ability to express and share his ideas with his friends well, both written and verbally.

I strongly believe that he will be able to adapt himself to a new culture and try to benefit all the given opportunities as the exchange student .As far as I know him he is the kind of a student who could easily communicate with the people who present the other cultures and social lives.

Whom I consider to be the most energetic person in our school, there is no doubt, is Smith. He especially likes playing some kinds of sport as: basketball, soccer, table tennis.

He has participated in the summer camp and was chosen as a counselor of his cabin. He, together with his friends organizes the volunteer aid to old-aged people like cleaning the backyards, streets and houses.

At the University he is known as an active organizer of the different clubs. Moreover he is a chief editor of the University's outstanding magazine "College Press".

I strongly recommend Smith to be chosen as the mature participant of this program .I truly believe he will be successful and wish him all the best.

Sincerely,

John Wayne
The head of Math Department