

Name:
Address:

Date:

Subject: Acknowledgment of Receipt

I hereby acknowledge the receipt of the following documents from the firm (name of firm) :

- 1.
- 2.
- 3.

(Signature of Client)

To whom it may concern:

It is with great pleasure that I am able to provide this letter on behalf of my good friend and neighbor Mustafah who has just applied to immigrate to the United States from Jordan.

My name is Jonathon Mitchell, I'm a general practitioner and I'm an American citizen. I first met Mustafah when he moved in next door seven years ago. I was thrilled to have another doctor in the neighborhood. We quickly became friends and it soon became evident to me that the man is as intelligent as he is compassionate. He's the only man that I trust to provide medical treatment for myself and my family.

Mustafah was seemingly born a caring man, he clearly took an interest in medicine purely to assist those in need and not for the financial compensation. Before his first child was born, he volunteered to help train hospital staff in Ghana for the better part of a year. Since his return, he volunteers at a homeless clinic 15 hours a week. His generosity and kindness have been an inspiration to myself and all those who work with the man.

Both Mustafah and his wife are wonderful role models for our children, ages 5 and 7. As our families became close, they would look after our children when both my wife and I had to work. Perhaps to my own disappointment, my daughter was inspired to become a doctor as well, not because of my influence on her but because of Uncle Mustafah's. He has always been a great influence on my two girls and I feel truly blessed to have a neighbor to help raise them into the strong women they have already started to become.

Mustafah deserves citizenship as he's already such a valued member in the community in which he resides. I recommend that he be naturalized as soon as possible, we need more men like him. Feel free to contact me at any time at (111) 111-1111 or example@gmail.com should you have any questions.

Sincerely,

Jonathan Mitchell, M.D.

[Your Address]
[Your City, State, Zip Code]

[Date]

[Name of Contact Person]
[Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

Dear **[Contact Person]**:

On **[date]**, I bought **[or had repaired]** a **[name of the product with the serial or model number or service performed]**. I made this purchase at **[location, date, and other important details of the transaction]**.

Unfortunately, your product has not performed well **[or the service was inadequate]** because **[state the problem]**.

To resolve the problem, I would appreciate your **[state the specific action you want]**. Enclosed are copies **[copies, not originals]** of my records **[receipts, guarantees, warranties, cancelled checks, contracts, model and serial numbers, and any other documents]** concerning this purchase/repair.

I look forward to your reply and a resolution to my problem. I will wait **[set a time limit]** before seeking third-party assistance. Please contact me at the above address or by phone **[home or office numbers with area codes]**.

Sincerely,

[Your Name]
[Account Number]

Lizzie Long
1 Short Street
Middleburgh
Auckland 9999
09 999 9999
lizzielongwork@kmail.com

10 January 2019

Reginald Farnham
ABC Sales
85 Tuesday Road
Papakura
Auckland 7777
reginaldfarnham@ABC.com

Dear Reginald

I am writing to apply for the Sales Assistant vacancy (vacancy number 40568) at ABC Sales, as advertised on Trade Me.

I have been a customer of ABC Sales for several years and have always been impressed by the quality of service I have received. I am enthusiastic and professional, and I believe I would fit well into the company's team culture and contribute to the ongoing success of the sales department.

For the past two years I have worked as a sales assistant at a busy shoe store, which has enabled me to develop excellent customer service skills. I am now looking for a new challenge that will provide me with the opportunity to further develop my retail sales career.

In support of my application I have attached a copy of my CV. It shows that I will bring important skills to the position, including:

- time management and strong organisational skills
- a high level of customer service
- cash-handling and sales ability
- motivation and dedication.

I would enjoy having the opportunity to discuss my application with you and how I could use my skills to benefit ABC Sales.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

Lizzie Long

Curriculum Vitae (ESRC template)

Please ensure this does not exceed more than two pages.

Name & Title:

Date of Birth:

Contact Details (including academic email address and telephone):

Qualifications (including class and subject):

*

Academic and Professional posts (held since graduation):

*

List of recent and relevant publications (include a brief list of up to 15 publications):

*



Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as [Position] for the [Company], effective October 1, 20XX.

Thank you for the support and the opportunities that you have provided me during the last two years. I have truly enjoyed my tenure with [Company], and am more than grateful for the encouragement you have given me in pursuing my professional and personal growth objectives.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

Sincerely,

[Signature]

[Date Letter is drafted]

[Employee Name],

This letter is to inform you that your employment with [company name] will end as of [date termination is effective].

You have been terminated for the following reason(s):

[List factual reasons for termination].

This decision is not reversible.

You will receive: [List compensation they will receive, including pay for unused leave, severance pay, salary owed, etc].

Your health care benefits will [explanation of what will happen with their benefits].

You are requested to return [list all company property to be returned].

Also, please keep in mind that you have signed [list any agreements employee has signed, such as a confidentiality policy or a no solicitation agreement].

If you have questions about policies you have signed, your compensation, benefits, or returning company property, please contact [contact name, typically someone from HR, with contact info].

Sincerely,

[Name of person handling termination]

To [Supplier]

We are writing to inform you that we are interested on the goods that you are offering and we would like to ask for a price quote for the following items:

[List of All Items]

We are also asking if you can give us the best possible price for such goods. We are looking at a long term partnership since we will be permanently using those goods for our products and services.

Very Truly,

(TO BE PRINTED ON YOUR COMPANY LETTERHEAD)

To, Date :
**Hira Holovision,
Bangalore**

Dear Sir,

Sub:Purchase Order for “ XYZ BRAND” Security Hologram Labels

As per our **E-Mail confirmation / Telephonic discussion** with **Mr.Kalpesh Jain** we are very pleased to place an order for holograms to M/s Hira Holovision as per the following details and specifications:

One Time Mastering and Designing Charges:
Size of Hologram Label:
Quantity:
Price:
Color:
Effect:
Type: Tamper/Non Tamper/VOID/Bee- Hive/Check box
Product Applied on:
Any Other Specifications:
Artwork Approval reference:

Terms Of Business:

Delivery:
Payment:
Taxation:
Freight:
CST Number::
TIN Number:
Billing Address:
Special Instructions if any to be taken care during Order Production:

**Thanking You,
Yours Faithfully,**

**Authorized Signatory
(Company Name with Seal)**

Hi Sally,

Thank you for speaking with me yesterday. I was wondering whether you've thought of any more questions about our service that I could answer for you.

I appreciate that you are very busy, but if you could reply to me (either by email on mwallace@pudseyinfo.com or by phone on 01262 3417197) it would be much appreciated. If you're too busy, I'll contact you by phone in a couple of days.

Regards,

Morven Wallace

Sales Executive

Pudsey Info inc.

P.S. Samsang plc has just purchased the same service that you are interested in buying.

ABC Hardware
9654 Metcalf
Overland Park, KS 66212

October 2, 2002

Susan Meyers
12345 Main Street
Kansas City, MO 64111

Dear Ms. Myers:

Thank you for your sales letter regarding the new EZ Rake. With autumn approaching, we are in need of a new product that customers might enjoy. However, before we make any decisions, we would like to have a few questions answered.

1. What is the wholesale cost of the EZ Rake?
2. What type of warranty is involved?
3. You mentioned durability. What type of material is the rake made of?
4. Will you offer a variety of colors, and if so, what colors are available?
5. When will you be able to deliver these rakes to our store?

Please respond to these questions by October 20. After reviewing your response, I will present a proposal to my Sales Manager at our quarterly meeting in November.

Sincerely,

Jim Thomas

From:

_____ (Name of the writer and company with address)

To:

_____ (Name, designation and company of recipient)

Date _____

Dear Sir/Madam,

I would like to introduce our _____ (introduces your company). We are in the business _____ (mention your business field and year of experience). We are glad to inform you about the good quality and reputation of our products. It will be our pleasure to provide you products that meet your needs at reasonable prices.

Our new launch is _____ (introduce new product and quote the price). It carries _____ (mention the features). You will get the best deal in the market with us.

We are expecting a positive response. For further details and demonstrations, please feel free to contact our customer relationship manager at _____ (email address or phone number).

Thanking You.

Sincerely,

_____ (name of the sender and his company)

[Company name]

[Address]

[Date]

As requested by [Name of employee],

Service Letter

[Name of employee], (NIC-), who is living at [Address], had been working as a [Designation] from [Date of appointment] to [Resigning date].

During the period of her employment, she has performed her duties honestly, efficiently, satisfactorily and in a responsible manner. This is to inform that she has done a great service on behalf of [Special areas of work]

.....
[Designation]
[Date]