

Deadline	→ Use current date here ↓ 2
On Arrival Notation	→ AIR MAIL ↓ 3
Inside Address	→ Miss Louise Wilson Brother's Electric Corporation 2300 Wacker Drive Chicago, IL 60670 ↓ 2
Salutation	→ Dear Miss Wilson: ↓ 2
Subject or Reference	→ Subject: FG Program ↓ 2
Body of Letter	→ I enjoyed our recent conversation regarding the FG program and am delighted to hear that the people at Brother's Electric are thinking about joining. Incidentally, we are planning a special Thanksgiving weekend rate, so keep that in mind in case you happen to be in San Francisco for the Holiday. ↓ 2 The enclosed brochure explains the details of the FG program. Your FG ID card is enclosed. Use it whenever you make reservations with us to obtain a corporate discount. We will see to it that your executives are treated with special courtesy and that they get to use the health club free. ↓ 2 We also have excellent convention facilities and banquet rooms should you want to book a convention or meeting here. We hope you and your company will take advantage of these outstanding world class amenities. Please call me if you have any questions. I will be happy to answer them. ↓ 2
Closing	→ Sincerely, ↓ 4
Writer's Identification	→ Mary Cortez Account Representative ↓ 2
Reference Initials	→ yo ↓ 2
Courtesy Copy	→ c: Please don't forget to call me.

Special Mailing Notations:

Type in all uppercase characters, if appropriate. Examples include

- ✓ SPECIAL DELIVERY
- ✓ CERTIFIED MAIL
- ✓ AIRMAIL

On-Arrival Notations:

Type in all uppercase characters, if appropriate. You might want to include a notation on private correspondence, such as a resignation letter. Include the same on the envelope. Examples are

- ✓ PERSONAL
- ✓ CONFIDENTIAL

Subject or Reference Line:

Type the gist of your letter in upper or lowercase characters, either flush left or centered. Be concise on one line.

- ✓ SUBJECT: RESIGNATION LETTER OF REFERENCE
- ✓ RE: JOB INQUIRY

cc: Stands for courtesy copies (formerly carbon copies).

List the names of people to whom you distribute copies, in alphabetical order. If addresses would be useful to the recipient of the letter, include them. If you don't copy your letter to anyone, skip it. This is a single space below the reference initials.