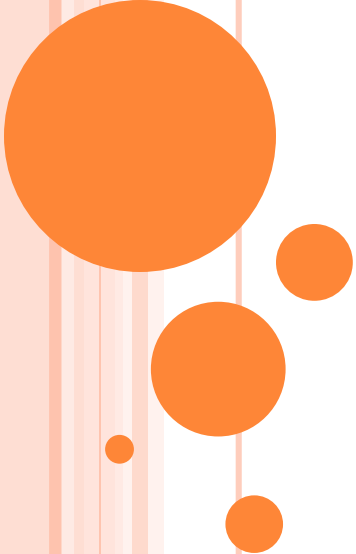




BUSINESS CORRESPONDENCE

Basic Business Letters
Curriculum Vitae

BUSINESS LETTERS

- Parts of Business Letters
- Types of Formats
- E-Mail



PARTS OF A BUSINESS LETTER

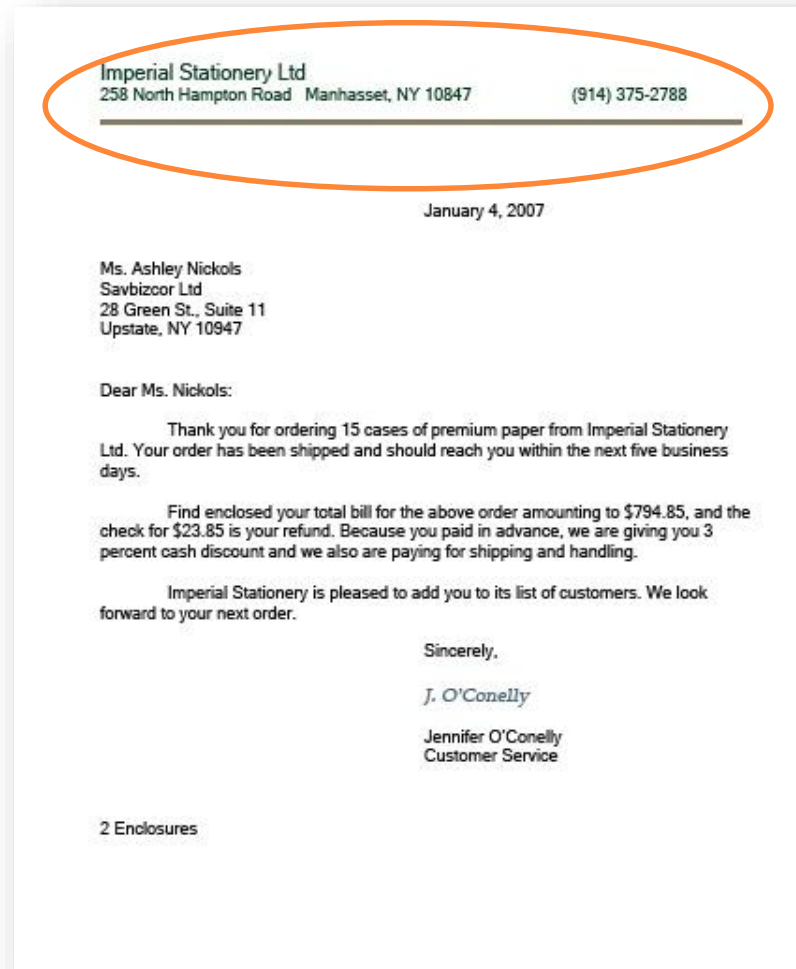
- Sender's address
- Date
- Inside address
- Attention line
- Salutation
- Body of the letter
- Complimentary close
- Signature
- Enclosures



PARTS OF A BUSINESS LETTER:

SENDER'S ADDRESS

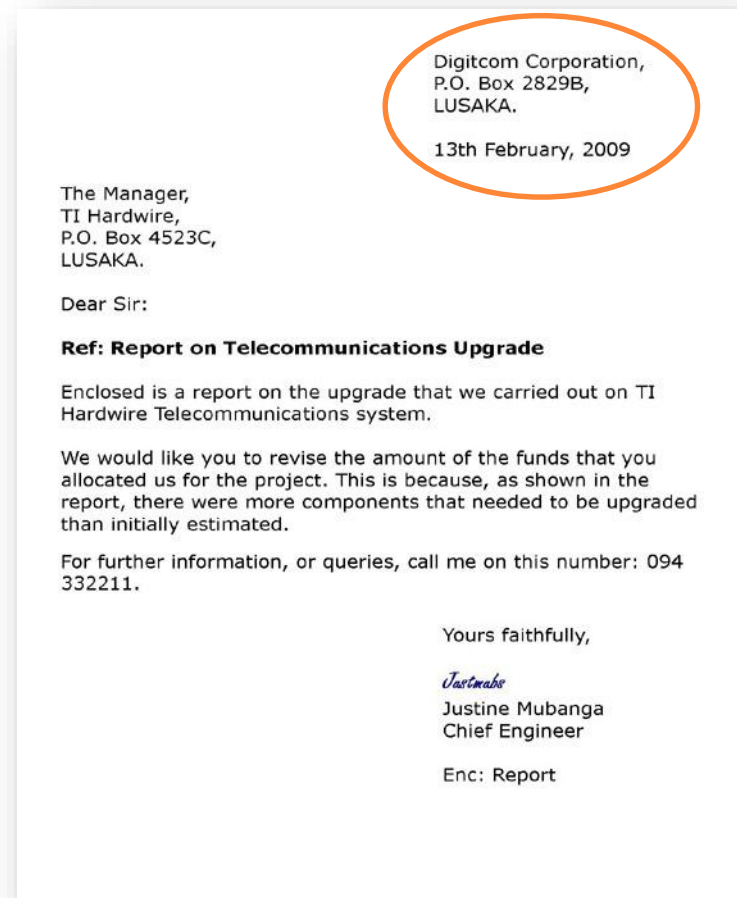
- in the letterhead



PARTS OF A BUSINESS LETTER:

SENDER'S ADDRESS

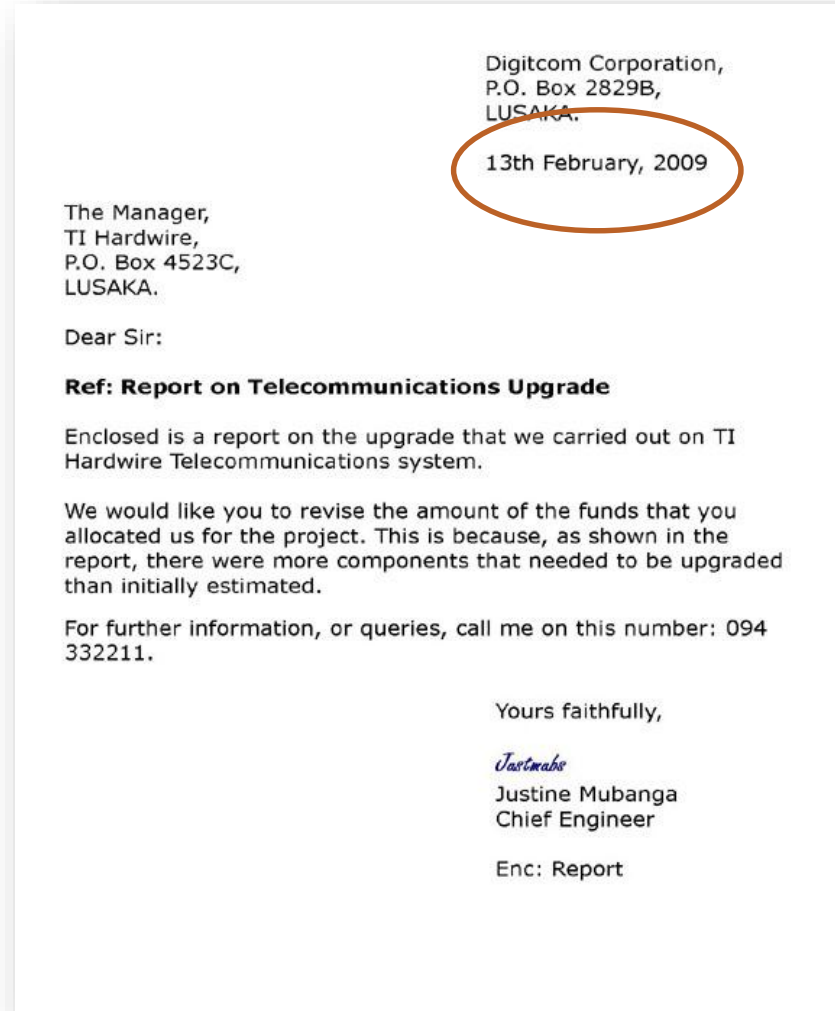
- typed in the top right- or left-hand corner of the letter.



PARTS OF A BUSINESS LETTER:

DATE

- written below the sender's address



PARTS OF A BUSINESS LETTER:

DATE

- the month is usually not written out as numbers

5 Hill Street
Madison, Wisconsin 53700

15 March 2005

set, NY 10847

(914) 375-27

January 4, 2007

NEWTON
London
SW1 3AA

21st July 2008

Digitcom Corporation,
P.O. Box 2829B,
LUSAKA.

13th February, 2009



PARTS OF A BUSINESS LETTER:

INSIDE ADDRESS

The inside address
begin with

- the name of the company

Apple. Inc
One Microsoft way
Redmond, WA 980-658-2337

Dear customer service,

Vestibulum at fermentum lacus. Aliquam erat volutpat. Sed erat leo, scelerisque nec lobortis id, commodo ut nisl. Praesent id augue ut felis bibendum rhoncus. Praesent viverra luctus pharetra. Quisque porta mauris vel nisl elementum eu porttitor libero egestas. Donec et ipsum vitae magna sodales mollis. Vivamus ac diam in sem egestas euismod. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Curabitur sed purus ipsum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Sincerely,

Juan Lopez

Passaic Valley Regional High School



PARTS OF A BUSINESS LETTER:

INSIDE ADDRESS

The inside address begin with

- the name of the person you are writing to (if you know)

Mr. John Taylor
Director of Operations
ABC Corporation
100 E Main Street
Vancouver, WA 98685

Courtesy titles are used before names: Mr, Mrs, Miss, Ms, Messrs, M.Sc, Dr, Prof., Capt., etc

Manufacturing.

There has been no change in management and we will be providing the same products and fine service on which we have built our reputation in the industry. We would appreciate it if you would bring this announcement to the attention of your accounts payable department and direct them accordingly.

Thank you for being one of our valued customers. We appreciate your cooperation in this matter.

Al Olsen
President, Vancouver Manufacturing

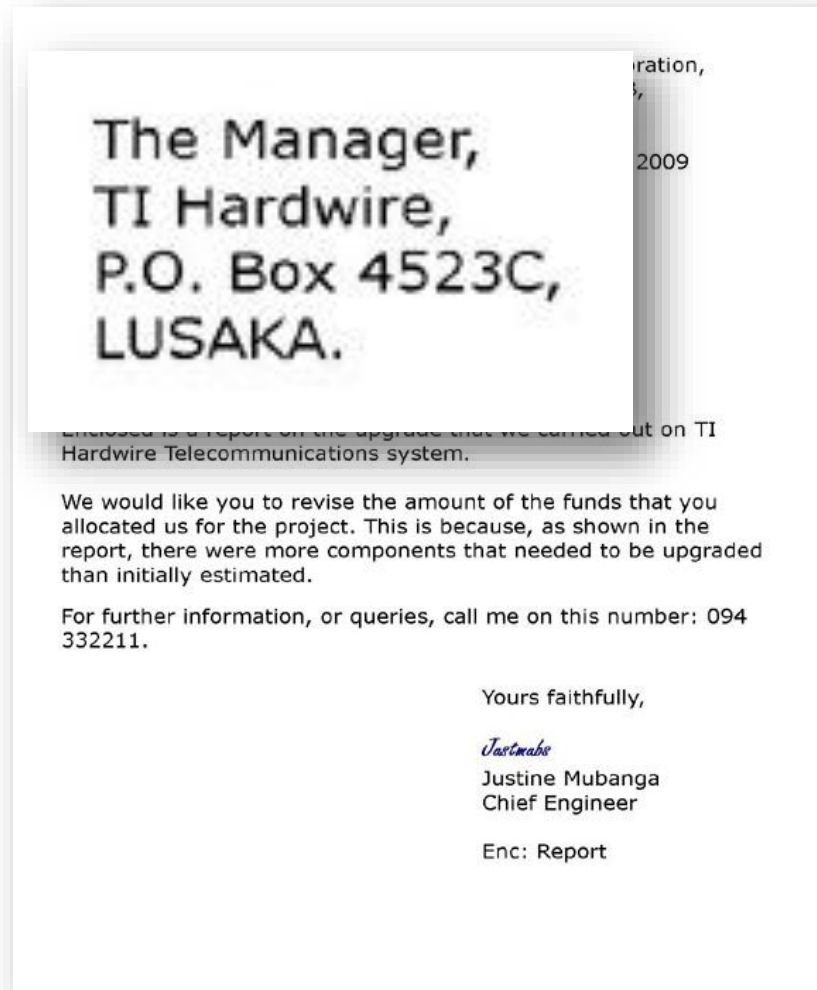


PARTS OF A BUSINESS LETTER:

INSIDE ADDRESS

The inside address can begin with

- a job title or a department (if you do not know the name):
The Sales Manager,
The Accounts
Department



PARTS OF A BUSINESS LETTER:

ATTENTION LINE

- Attention line can be an alternative to putting the recipient's name in the address.

Dixie Cleverelle
SavbizCor Ltd
28 Green St., Suite 14
Upstate, NY 10947

October 27, 2006

Ms. Margaret Edwards
Barnelli Ltd
48 Stanstead Road
London SE27 1HF

**Barnelli Ltd
48 Stanstead Road
London SE27 1HF**

For the Attention of Financial Manager

Sincerely yours,

D. Cleverelle

Dixie Cleverelle,
President



PARTS OF A BUSINESS LETTER:

SALUTATION

- Dear Sir – to a man whose name you do not know
- Dear Sirs /Gentlemen – to a company
- Dear Madam – to a woman whose name you do not know
- Dear Sir or Madam – to a person whose name and sex you do not know
- Dear Mr Smith – to a person whose name you know, but you do not know the person very well
- Dear John – to a person you know well

British way

American way

Dear Mrs Jones,

Dear Mrs Jones:



PARTS OF A BUSINESS LETTER:

SUBJECT LINE

- optional
- it should be in UPPERCASE
- directly below the “Dear ...”

123 Acacia Avenue
Portland, OR 97205

July 21, 2008

Mr. Bob Jones
Widgets Inc.
987 Straight Road
Springfield, OR 97477

Dear Mr. Jones:

REQUEST FOR JOB APPLICATION PACK

Dear Mr. Jones:

REQUEST FOR JOB APPLICATION PACK

Tom Smith

site.



PARTS OF A BUSINESS LETTER:

BODY OF THE LETTER (COVER LETTER)

- A cover letter accompanies any correspondence to an employer where you present your CV/resume for consideration.
- A cover letter allows you to showcase your writing skills and to sell yourself more directly than a resume.
- Cover letters are personalized and the content should reflect your objective and interest in that particular employer.
- Cover letters are generally organized into 3 or 4 paragraphs.



PARTS OF A BUSINESS LETTER:

BODY OF THE LETTER (COVER LETTER)

First paragraph: Introduce yourself.

- Explain why you are writing by indicating in which position you are interested.
- Reference how you learned of the company or opening (newspaper ad, mutual contact, website, etc).



PARTS OF A BUSINESS LETTER:

BODY OF THE LETTER (COVER LETTER)

First paragraph: Introduce yourself.

Ms. Joan Smith
Human Resources Manager
Fast Track Distance Learning Solutions
Manion Building, Suite 2000
2200 Park Mall

INT
Ch 1007
9, rue Charles Fourier
F-91011 Evry Cedex,
France

Dear Ms. Smith:

Having consulted Fast Track's Web page, I am writing to enquire about the possibility of doing a two-month internship in July and August 2003. I am currently a second year student at the Institut National des Télécommunications, one of the leading telecommunications and management schools in France. Although most of our classes are on campus we do follow a number of courses by way of distance learning. As this is of course your speciality, I would be very much interested in gaining an American perspective on this rapidly developing sector.

various extracurricular activities show. I speak English reasonably well and would be keen to apply my knowledge and improve my skills during an internship at Fast Track.

I look forward to hearing from you soon. Should you require further information do not hesitate to e-mail me.

Sincerely yours,

Jean-Jacques Dupont

Jean-Jacques Dupont

Enc.: résumé, INT brochure.



PARTS OF A BUSINESS LETTER:

BODY OF THE LETTER (COVER LETTER)

Second/third paragraph: Sell yourself.

- Demonstrate your knowledge of the open position and the company, address the employer's needs.
- Highlight and expand upon a few of your accomplishments from your resume, but do not simply restate your resume. You may choose to mention skills or personal characteristics that are not included in your resume.
- State with confidence, in assertive but pleasant language, that your demonstrated skills would be beneficial to the employer.



PARTS OF A BUSINESS LETTER:

BODY OF THE LETTER (COVER LETTER)

Second/third paragraph: Sell yourself.

INT
Ch 1007
9, rue Charles Fourier
F-91011 Evry Cedex,
France

Ms. Joan Smith
Human Resources Manager
Fast Track Distance Learning Solutions
Marion Building, Suite 2000

Although I am only in the middle of my professional training, I nevertheless feel that I already possess skills and experience which could be quite well put to use at Fast Track. At school this year I directed a team that constructed a new, student information directory and last summer I worked with a company both to test a software program and train clients, at a distance, how to use it. I am extremely computer literate and thoroughly familiar with the most commonly used operating systems, languages and software.

I am highly motivated, hard working and ambitious. I have many interests as my various extracurricular activities show. I speak English reasonably well and would be keen to apply my knowledge and improve my skills during an internship at Fast Track.

I look forward to hearing from you soon. Should you require further information do not hesitate to e-mail me.

Sincerely yours,

Jean-Jacques Dupont

Jean-Jacques Dupont

Enc.: résumé, INT brochure.



PARTS OF A BUSINESS LETTER:

BODY OF THE LETTER (COVER LETTER)

Last paragraph: Close the letter in a friendly and professional manner.

- This closing paragraph should thank the employer for his or her time and consideration and also indicate an active means in which you will follow up.
- You may also directly ask for an interview.



PARTS OF A BUSINESS LETTER:

BODY OF THE LETTER (COVER LETTER)

Last paragraph: Close the letter in a friendly and professional manner.

INT
Ch 2007
9, rue Charles Fourier
F-91011 Evry Cedex
France

Mr Deelip Sehswag

I look forward to hearing from you soon. Should you require further information do not hesitate to e-mail me.

November 28th, 2003

Dear Mr Sehswag,

I am a first year student at one of the leading business and telecommunications

I look forward to hearing from you and please do not hesitate to contact me should any further details be required.

United Kingdom. It was an chance for me to learn best practices in how to satisfy the needs of customers, as well as giving me an introduction to British business culture.

As you can see from my enclosed curriculum vitae I have already worked as part of an International team in the European Department of Human Resources at AMB Bank in Paris, where I was concerned in harmonising inter-bank exchanges, following the introduction of the Euro. This experience taught me how to be flexible and gave me sense of teamwork, qualities that I feel sure could be put to good use in your company next summer.

I look forward to hearing from you and please do not hesitate to contact me should any further details be required.

Yours sincerely,

Sylvie Martin

Sylvie Martin

Enc.: C.V. and school brochure



PARTS OF A BUSINESS LETTER:

COMPLIMENTARY CLOSE

- “Yours faithfully” (when you don’t know the name)
or
- “Yours sincerely” (when you know their name)
or
- “Best regards”, “With warmest regards”, or “Kind regards” (when you do know the person very well)
or
- “Very truly yours” (polite and neutral for the US)



PARTS OF A BUSINESS LETTER:

SIGNATURE

- The sender's name and possibly job title below the handwritten signature

Sincerely,



Carmen Otiz Larsen
Vice Chair, Hispanic Chamber of Commerce
of Montgomery County



Wonro Lee
Co-Chair, Asian-American Advisory Group
for Montgomery County



April 7, 2010

Council President Nancy Floreen
and Members of the Montgomery County Council
100 Maryland Avenue
Rockville, MD 20850

Dear Council President Floreen and Members of the Council:

On behalf of the members and leadership of our organizations, we wish to inform you that we strongly support the proposed Science Center in Gaithersburg West and the new jobs and career opportunities in science, healthcare and education that it will bring, as well as the access to new public transit. Our community can greatly benefit from these high-paying jobs; additionally, we are committed to the type of "smart growth" and transit-oriented-development that this plan represents. We also feel that Montgomery County needs the estimated \$1 billion in net new revenue that this project will produce.

Our organizations and their constituents will be looking at your vote on the Gaithersburg West Master



Janice M. Freeman
President & CEO, African-American Chamber of
Commerce of Montgomery County



John Young, III
Chairman, Asian Pacific American Chamber
of Commerce, Inc.

for Montgomery County

cc: Mayor and Council, City of Gaithersburg; Mayor and Council, City of Rockville

PARTS OF A BUSINESS LETTER:

ENCLOSURES

○ Enc.

or

○ Encl.

below the signature
block

Digitcom Corporation,
P.O. Box 2829B,
LUSAKA.

13th February, 2009

The Manager,
TI Hardwire,
P.O. Box 4523C,
LUSAKA.

Dear Sir:

Ref: Report on Telecommunications Upgrade

Enclosed is a report on the upgrade that we carried out on TI
Hardwire Telecommunications system.

We would like you to revise the amount of the funds that you

alloc
rep
tha

For
33

Justine Mubanga

Justine Mubanga
Chief Engineer

Enc: Report



TYPES OF FORMATS

- Fully Blocked
- Modified Block
- Indented



TYPES OF FORMATS

- Fully Blocked
- all text is aligned to the left margin;
- paragraphs are **not indented.**

Vancouver Manufacturing
9102 NW 99th Street, Vancouver, Washington 98665
(800) 555-1212 – www.example.com

September 25, 2005

Mr. John Taylor
Director of Operations
ABC Corporation
100 E Main Street
Vancouver, WA 98685

Dear Mr. Taylor:

As our new letterhead indicates, we have recently changed the name of our business from Fort Vancouver Manufacturing to Vancouver Manufacturing.

There has been no change in management and we will be providing the same products and fine service on which we have built our reputation in the industry. We would appreciate it if you would bring this announcement to the attention of your accounts payable department and direct them accordingly.

Thank you for being one of our valued customers. We appreciate your cooperation in this matter.

Al Olsen
President, Vancouver Manufacturing



TYPES OF FORMATS

- Modified Block
 - all text is aligned to the left margin;
 - paragraphs are **not indented**;
 - the date, signature and closing are placed to the right

Digitcom Corporation,
P.O. Box 2829B,
LUSAKA.

13th February, 2009

The Manager,
TI Hardwire,
P.O. Box 4523C,
LUSAKA.

Dear Sir:

Ref: Report on Telecommunications Upgrade

Enclosed is a report on the upgrade that we carried out on TI Hardwire Telecommunications system.

We would like you to revise the amount of the funds that you allocated us for the project. This is because, as shown in the report, there were more components that needed to be upgraded than initially estimated.

For further information, or queries, call me on this number: 094 332211.

Yours faithfully,

Justmabs

Justine Mubanga
Chief Engineer

Enc: Report

TYPES OF FORMATS

- Indented
 - all text is aligned to the left margin;
 - paragraphs are **indented**;
 - the date, signature and closing are placed to the right

5 Hill Street
Madison, Wisconsin 53700

15 March 2005

Ms. Helen Jones
President
Jones, Jones & Jones
123 International Lane
Boston, Massachusetts 01234

Dear Ms. Jones:

Ah, business letter format--there are block formats, and indented formats, and modified block formats . . . and who knows what others. To simplify matters, we're demonstrating the indented format on this page, one of the two most common formats. For authoritative advice about all the variations, we highly recommend *The Gregg Reference Manual*, 9th ed. (New York: McGraw-Hill, 2001), a great reference tool for workplace communications. There seems to be no consensus about such fine points as whether to skip a line after your return address and before the date: some guidelines suggest that you do; others do not. Let's hope that your business letter succeeds no matter which choice you make!

If you are using the indented form, place your address at the top, with the left edge of the address aligned with the center of the page. Skip a line and type the date so that it lines up underneath your address. Type the inside address and salutation flush left; the salutation should be followed by a colon. For formal letters, avoid abbreviations.

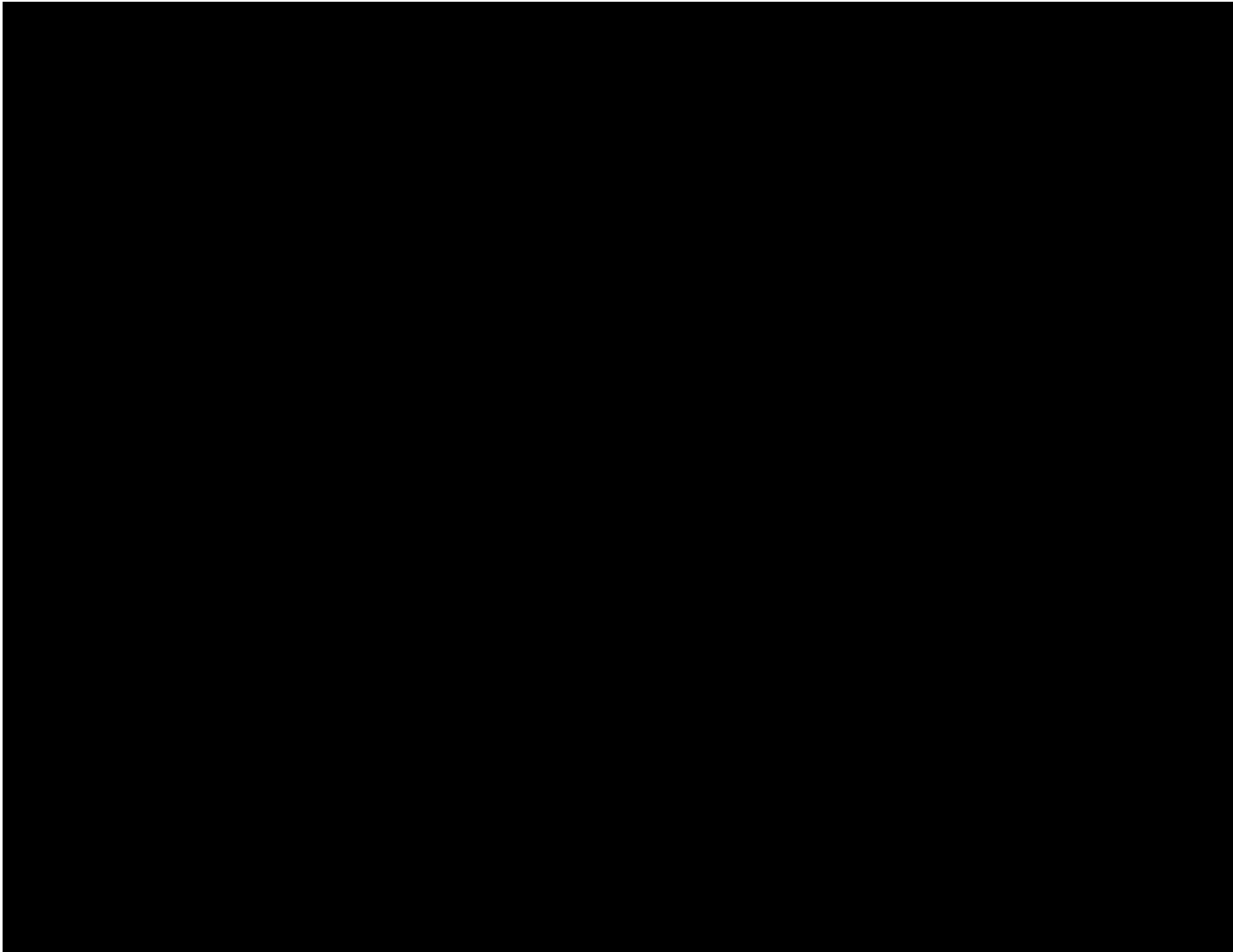
Indent the first line of each paragraph one-half inch. Skip lines between paragraphs.

Instead of placing the closing and signature lines flush left, type them in the center, even with the address and date above, as illustrated here. Now doesn't that look professional?

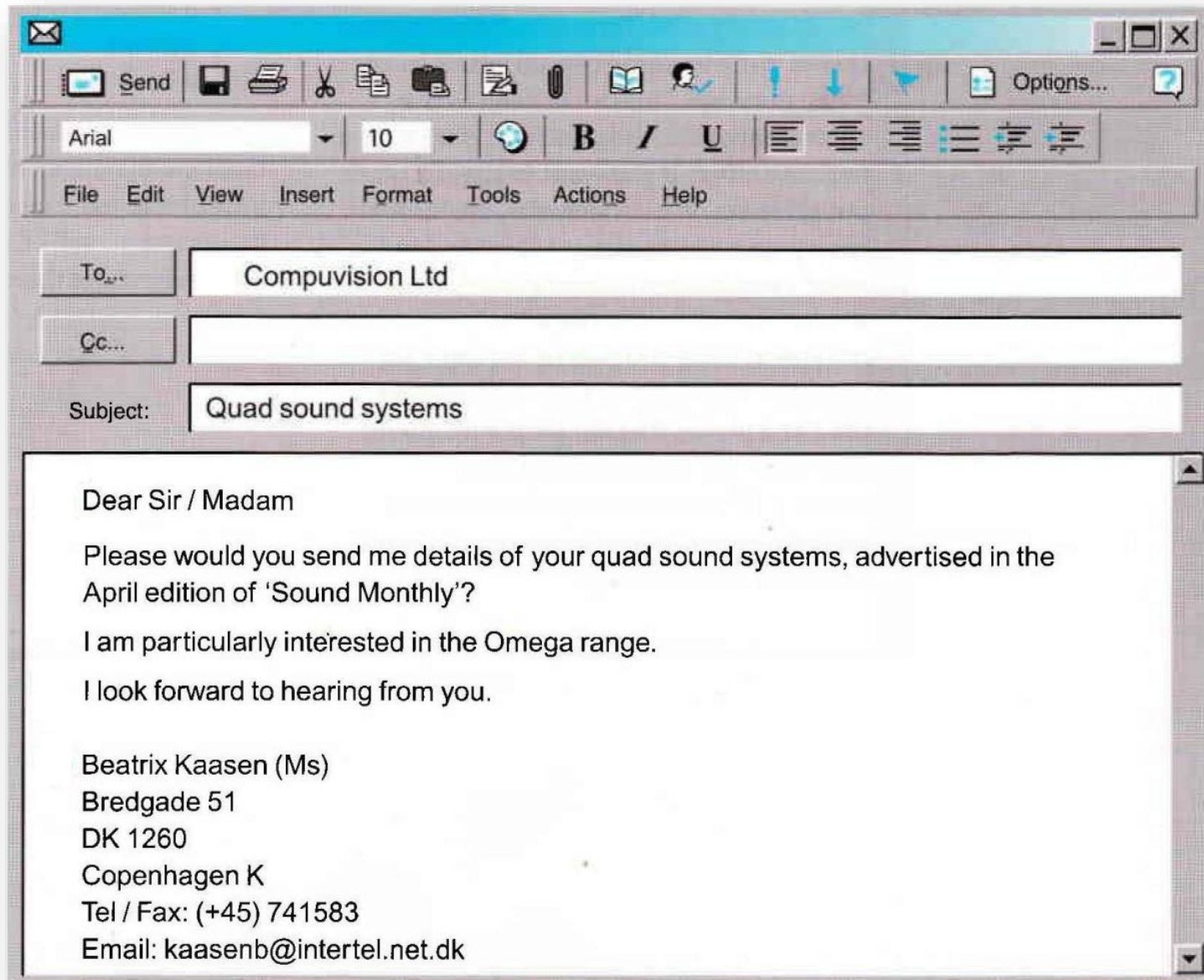
Sincerely,

John Doe

THE KEY FORMS OF BUSINESS WRITING



E-MAIL



CURRICULUM VITAE

- Contents of the CV
- Format of the CV



CURRICULUM VITAE:

CONTENTS

- Personal details
 - Name
 - Address
 - Telephone number
 - Dates
- Photo
- Marital status
- Nationality



CURRICULUM VITAE:

CONTENTS

○ Job Objective

or

“objective”

“aim” (sufficient for an internship)

“career objective” (for a full time position).

Aim: a two-month training period in a Web call centre.

Objective: a 6-month internship in the network and systems department

Aim: A summer work placement in a sales position to put my business skills into practice

Objective: a full time position as a software developer.



CURRICULUM VITAE:

CONTENTS

- Job Objective
or
- Profile / Summary Statement

PROFILE:

A highly motivated and enthusiastic graduate with a good knowledge of the alternative Indie and Rock scene. Excellent exposure to the dynamic music industry and the various methods labels use to promote music / bands / artists, including innovative new methods of promotion that reach a wide audience at minimal cost. Able to use own initiative and work as part of a team under pressure to meet challenging deadlines / objectives. First-class communication and organisational skills with the will and determination needed to succeed.



CURRICULUM VITAE:

CONTENTS

- Education

or

“educational background”

“educational achievements”

“educational history”



CURRICULUM VITAE:

CONTENTS

○ Education

- dates
- degree
- name of the school.
- relevant classes or special projects
- topic of the thesis

Education

2002-05	M.S. in Information Systems Management; Institut National des Télécommunications, Evry, France. Relevant courses: Computing, Business Information Systems, LANs WANs. Special project. Wrote a program to manage data using SQL.
2000-02	Lycée Jean Moinod, Paris Preparation for national competitive entrance exams to leading French "grandes écoles", specializing in math and physics. Ranked 10/3000.
2000	Lycée Marie Moinod, Paris Bac C, (specializing in science and math) with honors. (US equivalent: high school diploma plus one year.)

CURRICULUM VITAE:

CONTENTS

- Professional experience
 - or
 - “employment”
 - “employment history”
 - “experience”
 - “work experience”
 - “work record”
 - “business experience”
 - “job history”
 - “career summary”



CURRICULUM VITAE:

CONTENTS

- Professional experience
 - dates
 - the name of the company and the city
 - the company's activity in parentheses
 - duties

Professional experience

July 2002	Face Software, Software publishing company, Paris La Défense Responsible for developing and testing software to process data and trained clients in its use.
August 2001	Internship ACDC Publishing, Specialised printing company, Paris Illustrated a book on basic computing.



CURRICULUM VITAE:

CONTENTS

○ Professional experience

Experience	
01.2001 – present	Royal Dutch/Shell, London Intern Summer internship in Shell UK Marketing Department. Involved in the revamping of the retail customer loyalty programme. Market analysis, simulation of the financial impact of the program, preparation of the report on the other loyalty schemes of the competitors, presentation of the report to the Head of UK Marketing Department, developing own recommendations. Skills acquired/ achievements: • Analytical skills • Financial modeling • Research and presentation skills

If none

- any work you may have done for a school association, volunteer work, teaching, or a "small" job



CURRICULUM VITAE:

CONTENTS

○ Computer skills / computer literacy

Computer skills

Operating Systems: Windows 2000/XP/NT, Unix, Linux, Palm OS

Languages: C, C++, Java, XML, dBASE III

Software: Word, Adobe Indesign, Photoshop, Macromedia Director, Flash MX

Networks: Windows NT

COMPUTER SKILLS

- **Operating environments:** Linux, Windows 2000/NT, Palm OS
- **Languages:** WML, HTML, some knowledge of Java
- **Software:** Most common word processing and spreadsheet suites, (Word, Excel etc.), statistical analysis with Matlab and engineering models with Autocad.
- **Networks:** Windows NT, LAN and WLAN. Familiar with Bluetooth and Home RF.

CURRICULUM VITAE:

CONTENTS

- Languages
 - native language / elementary / intermediate / fluent
 - excellent / good / reasonable working knowledge

Languages

French - mother tongue. English -good working knowledge.
German - reasonable working knowledge. Spanish - beginner.



CURRICULUM VITAE:

CONTENTS

- Extracurricular activities
 - or
 - “outside interests”
 - “personal interests”
 - “additional information”
 - “social skills”
 - ✓ sports
 - ✓ volunteer or community work,
 - ✓ membership of associations.
 - ✓ experience of different cultures (travel and stays abroad)
 - ✓ artistic competence, etc.



CURRICULUM VITAE:

CONTENTS

○ References

- (when asked) referees details: name, title, contact information.
- (when NOT asked)

References: Available upon request



CURRICULUM VITAE:

FORMAT OF THE CV

- chronological format

to include

- contact details
- education and qualifications, degree subject, class (attained or expected), modules studied
- all paid or unpaid work experience, even if unrelated to the job applied for
- responsibilities, achievements and skills developed in these posts
- activities and interests, current rather than from times past
- achievements and additional skills, such as languages, IT.



CURRICULUM VITAE

○ chronological format CV example

Jean-Jacques DUPONT

Campus address (until June 30, 2003)
INT Ch 1045
9, rue Charles Fourier
F-91011 Evry Cedex,
France
Tel. (+33) 1.60.76.10.07
Cellphone (+33) 6.78.90.07.01
email: jjdupont@int-evry.fr

Permanent address:
231, boulevard du Monsieur Le Prince
33000 Bordeaux,
France

Tel. (+33) 5.56.42.10.07

Objective : *To use my skills in computer programming in a 2 month internship in your IT Department.*

Education

2002-05 M.S. in Information Systems Management; Institut National des
Télécommunications, Evry, France.
Relevant courses: Computing, Business Information Systems, LANs WANs.
Special project. Wrote a program to manage data using SQL.

2000-02 Lycée Jean Moinod, Paris
Préparation for national competitive entrance exams to leading French "grandes
écoles", specializing in math and physics. Ranked 10/3000.

2000 Lycée Marie Moinod, Paris
Bac C, (specializing in science and math) with honors. (US equivalent: high school
diploma plus one year.)

Professional experience

July 2002 Face Software, Software publishing company, Paris La Défense
Responsible for developing and testing software to process data and trained clients in
its use.

August 2001 Internship ACDC Publishing, Specialised printing company, Paris
Illustrated a book on basic computing.

Computer skills

Operating Systems: Windows 2000/XP/NT, Unix, Linux, Palm OS
Languages: C, C++, Java, XML, dBASE III
Software: Word, Adobe Indesign, Photoshop, Macromedia Director, Flash MX
Networks: Windows NT

Languages

French - mother tongue. English -good working knowledge.
German - reasonable working knowledge. Spanish - beginner.

Extracurricular activities

President of student Computer Network Association. Manage students' residence halls
computer network. Responsible for installing, upgrading, troubleshooting.
Volunteer work: Work one hour/week with students who have difficulties in learning
math.
Sports: football (practice 4 hours/week), tennis (runner-up in university competition)
Travel: U.K. several month long stays including 2 one-month periods in an Oxford
language center)

References: Available upon request

CURRICULUM VITAE:

FORMAT OF THE CV

- functional / skills-based format

to include

- contact details
- education and qualifications, degree subject, class, modules studied
- a description of the key or transferable skills - identify the key skills required for the job and use these headings in the CV
- a summary of the work experience
- referees



CURRICULUM VITAE:

- functional / skills-based format CV example

ROBERT JOBSEEKER

4540 Encino Avenue • Encino, CA 91316 • (555) 555-5555 • jobseeker@kayo.com

SUMMARY

Talented and accomplished Management professional with extensive background in business and operations management. Highly familiar with fund raising, event coordination, and promotions planning. Adept at developing and implementing policies and procedures. Experienced in P&L management, forecasting, contract negotiations, inventory control, and office administration. Knowledgeable in formulating and directing corporate Internet presence. Hard working, detail oriented, and able to multi-task effectively in fast-paced environments. Excellent presentation and communication skills.

PROFESSIONAL BACKGROUND

Management

- Established and managed successful business. Co-developed retail company that carried out volume purchasing and re-sale of women's clothing and accessories.
- Recruited corporate management team, developed and implemented corporate policies and procedures. Hired and supervised Human Resources, Accounting, and store management personnel.
- Reviewed and approved human resource policies, company handbook, and store design plans.
- Played major role in company's growth from start up operation to \$1 million in annual revenue.
- Negotiated contracts with vendors and manufacturers, service providers, and contractors.
- Oversaw all marketing, advertising, and customer service functions.
- Managed computerization of company's inventory, accounting, administration, and ordering processes.
- Developed and maintained company's Internet presence, launching and supervising Internet store.

Fund Raising and Event Coordination

- Served as volunteer for community organizations and private schools for over 10 years.
- Organized, supervised, and participated in fund raising activities. Assisted with event planning and team coordination.
- Prepared / distributed promotional / advertising materials such as flyers, labels, signs, and other items.
- Planned and organized annual boutique for Oakwood School, producing average of \$30,000 in donations each year.
- As classroom volunteer assisted classes with large art projects.

Retail Operations and Purchasing

- Carried out merchandise selection and buying for Southwest Retailers. Worked in conjunction with buying team to review merchandise from select designers and manufacturers.
- Negotiated pricing and volume discounts, participated with line selection.
- Prepared orders, monitored inventory and sales figures, communicated closely with domestic vendors.
- Managed customer service operations, ensuring highest levels of satisfaction maintained at all times.

EMPLOYMENT / VOLUNTEER HISTORY

President, Retail Marketing, Southwest Retailers Inc., Sylmar, CA (1998 – 2007)

Volunteer, Oakwood School, North Hollywood, CA (1993 – Present)

Volunteer, Stephen S. Wise Temple, Los Angeles, CA (1988 – 1993)

Assistant Buyer, Lerner, Los Angeles, CA (1981 – 1983)

EDUCATION

MA in Psychology, Pepperdine University, Encino, CA

BA in Economics, UCLA, Los Angeles, CA

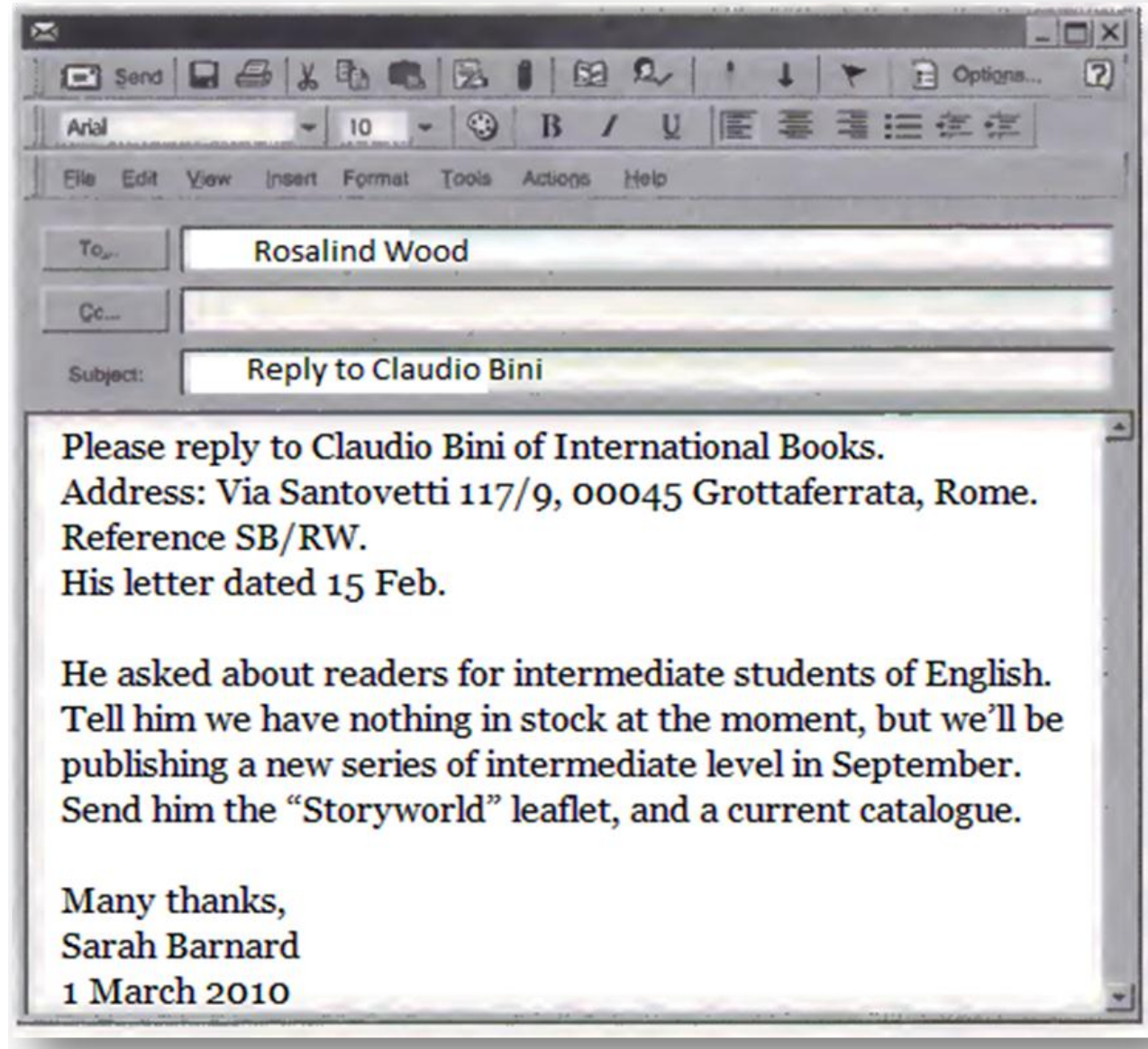
COMPUTER SKILLS

MS Word, Excel, Quicken, Quickbooks, Photoshop, Dreamweaver, Outlook

Here is an email from Sarah Barnard, Sales Manager of Barnard Press, to Rosalind Wood, her secretary. Follow the instructions in the e-mail, and write a letter of reply.

Use the following address for Barnard Press.

183-7 Copwood Road
North Finchley
London N129PR
Telephone: +44(0)20
8239 9653



CORRECT VARIANTS

Block Format

Barnard Press.
183-7 Copwood Road
North Finchley
London N129PR
Telephone: +44(0)20 8239 9653

1 March, 2010

Reference SB/RW.

Mr. Claudio Bini
International Books
Via Santovetti 117/9,
00045 Grottaferrata, Rome.

Dear Mr. Claudio Bini,

REPLY TO A REQUEST FOR READERS

Thank you for your enquiry of 15 February in which you expressed an interest in readers for intermediate students of English.

In response to your request we regret that we have nothing in stock at the moment. However we'll be publishing a new series of intermediate level in September.

Please find enclosed our "Storyworld" leaflet, and a current catalogue. We hope you will find the items that can interest you.

Thank you for your interest. We hope to hear from you soon.

Sincerely yours,



Sarah Barnard
Sales Manager of Barnard Press

Enc. the "Storyworld" leaflet
the current catalogue

CORRECT VARIANTS

Modified Block Format

Barnard Press.
183-7 Copwood Road
North Finchley
London N129PR
Telephone: +44(0)20 8239 9653

1 March, 2010

Reference SB/RW.

Mr. Claudio Bini
International Books
Via Santovetti 117/9,
00045 Grottaferrata, Rome.

Dear Mr. Claudio Bini,
REPLY TO A REQUEST FOR READERS

Thank you for your enquiry of 15 February in which you expressed an interest in readers for intermediate students of English.

In response to your request we regret that we have nothing in stock at the moment. However we'll be publishing a new series of intermediate level in September.

Please find enclosed our "Storyworld" leaflet, and a current catalogue. We hope you will find the items that can interest you.

Thank you for your interest. We hope to hear from you soon.

Sincerely yours,



Sarah Barnard
Sales Manager of Barnard Press

Enc. the "Storyworld" leaflet
the current catalogue

CORRECT VARIANTS

Indented Format

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North Finchley
London N129PR
Telephone: +44(0)20 8239 9653

1 March, 2010

Reference SB/RW.

Mr. Claudio Bini
International Books
Via Santovetti 117/9,
00045 Grottaferrata, Rome.

Dear Mr. Claudio Bini,
REPLY TO A REQUEST FOR READERS

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