

Letter 1

Write your address and today's date at the top of the page.
Write the name and the address of cards recipient.
Write a salutation, body of your letter and a complimentary close.
Address the envelope.

Letter 2

Use personal pronouns.
Write clearly and concisely.
Use the active voice.
Be courteous.
Wrap it up.

Letter 3

Know the format.
Choose the right size of paper.
Include information about your company.
Include the date.
Add the recipient's information.
Choose a salutation.