The Writing Studio
North Carolina Central University
1801 Fayetteville Street
Durham, NC 27707
October 16, 2012

Thomas W. Ross, President
The University of North Carolina
910 Raleigh Road
P.O. Box 2688
Chapel Hill, NC 27514

Dear President Ross:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

Your Name

Source of Handout: Purdue OWL Website 10 July 2010

Edit for Economy
Prepared by: Dr. Karen Keaton Jackson
Source: ***The Writing System Workbook: A Step-by-Step Guide for Business and Technical Writers***

Please revise the sentences below, removing all unnecessary words.

1. In order to meet the objectives of this test, XYZ, Inc. has to draw upon the expertise of several people belonging to and part of the staff in the LaSalle Laboratory.

   _____

   _____

   _____

2. The review by Dr. Roger of the draft of the report by the committee is on hold until the DOD review is completed.

   _____

   _____

   _____

3. One of the purposes of the whole project is to ensure that the Navy receives maximum return on its data documentation efforts.

   _____

   _____

4. Downsizing, as exemplified in the example above, is key to the minicomputer boom in business.

   _____

   _____

5. He added an additional requirement the same as ours.

   _____

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