September 1, 2012

100 North Lakeview Canyon Road

Westlake Village, CA 91361

Mr. Steve Foy

High Roller Investments

1234 Long Street

Thousand Oaks, CA 91234

Mr. Foy,

Thank you for taking the time to speak to my math class last Friday.

Your comments were of particular interest to me since I recently came into a large sum of money and plan to invest most of it. It was interesting to hear your strategies for diversifying your investments. I hope to be as successful with my investments.

Again, thank you for your time and advice.

Sincerely,

Richard Acton

September 1, 2012

Date

2nd paragraph=3 or 4 sentences

Explain why you are thankful.

Your return address, no name.

100 North Lakeview Canyon Road

Westlake Village, CA 91361

Mr. Steve Foy

Title & Name

Company name

Company Address

Company City, State Zip

High Roller Investments

1234 Long Street

Thousand Oaks, CA 91234

Same title and last name only

Mr. Foy,

1st paragraph=1 sentence

Say “Thank you” for what was done.

Thank you for taking the time to speak to my math class last Friday.

Your comments were of particular interest to me since I recently came into a large sum of money and plan to invest most of it. It was interesting to hear your strategies for diversifying your investments. I hope to be as successful with my investments.

Again, thank you for your time and advice.

3rd paragraph=1 sentence

Say “Thank you” again differently.

Sincerely,

Only use this word.

Skip 5 lines.

Sign your name here

Type the same name you signed.

Richard Acton

General Directions:

* One-inch margins all around
* Left justified
* Arial, Calibri, Tahoma, 12 point font
* No abbreviations except Mr., Mrs., Ms., Dr., Sgt.
* State is always 2 capital letters
* Business language – no slang
* One space between each section (except for the signature)
* If you are concerned about the safety of using your home address for school work, you may use the return address on this letter.