

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

100 North Lakeview Canyon Road
Westlake Village, CA 91361

Your return address,
no name.

Mr. Steve Foy
High Roller Investments
1234 Long Street
Thousand Oaks, CA 91234

Title & Name
Company name
Company Address
Company City, State Zip

Mr. Foy,

Same title and last
name only

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

1st paragraph=1 sentence
Say "Thank you" for what
was done.

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.

2nd paragraph=3 or
4 sentences
Explain why you are
thankful.

Sincerely,

Only use this word.

Skip 5 lines.
Sign your name here

Richard Acton

Type the same
name you signed.

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.