



Hello, I'm Bruce. Here are 6 example emails. You can use these in your business.

Use emails in your business!



Bruce Willis is an American actor, producer, and singer.

14. Sample Resume or CVting Information

Ask for a resume or CV for prospective employees information.

15. Sample Covering letter for Resume or CV

Send a covering letter with your information or CV.

16. Sample Letter of Reference information

When arrangements are made.

The numbers; 11., 12., and so on refer to the slide number, where the letter is explained.

<< SEE HERE





11. Sample Letter Requesting Information

How to ask somebody to send you information.

Tip 11. Adjust the wording to suit your own circumstances.



'adjust' means to change a little
Dear Sirs,

'to suit' means you like it
Translation Brochure

'circumstances' [plural noun] means the current conditions or situation
I would be grateful if you could send us your brochure and price list about your translation services.

We are currently developing our sales literature and web sites and are interested in translating these into five languages apart from English.

I look forward to hearing from you.

Yours faithfully,

Andrea Philips
Marketing Manager

ABZ Company

Rowan Atkinson is Mr. Bean, who turns ordinary situations into moments of excruciating embarrassment.



12. Sample Letter Sending Information



What to say when you send information.

Tip 12. List only the best
2 or 3 selling points,
don't overdo it.



'list' means to write everything down

'selling points' means the best benefits

'to overdo something' [verb] means to

exaggerate or overstate something

Dear Ms Philips
ABZ Company

Translation Services & Fees

Thank you for your letter of 4 November enquiring about our translation services.

Lingua Services Galactic offer a full range of translation services to help you in the development of sales literature and web sites. I have pleasure in enclosing our latest brochures and price list from which you can see that our prices are highly competitive.

I look forward to calling you in a few days.

Yours respectfully,

James Brown
Sales Manager



13. Sample Letter Changing Information



When changes of information are made.

Dear Ms. Hatters:

'skyrocketed' means to develop quickly

Forthcoming Price Change

'selling points' means the best benefits

'to overdo something' [verb] means to exaggerate or overstate something
Season tickets for this year's symphony are going on sale next month and we wanted you to be among the first to know.

Rental prices have skyrocketed this year and we are finding it necessary to raise the price of our season tickets from £199 to £215.

We hope that you will consider purchasing season tickets for next year despite this change. The Symphony relies on season-ticket holders to fill 25% of the seating at each event.

We look forward to having you in our audience again next year.

Yours truly,

Colin Fairchild
Promotional Director

Tip 13.
Less changes
is better, of
course, if
possible.

Robert De Niro is an American actor who was cast as the young Vito Corleone in The Godfather.

