

## How to create a letter

A professional email and a business letter have very similar characteristics. Letters begin with placing your (the sender's) address, phone number and email address at the top of the page.

*Example: Joe Jones*  
1100 Main St.  
Columbus, Ohio 43201  
614-777-7890  
jjones@gmail.com

Next, we skip a line and place the date. Use the long date, which means the syntax contains the month name, day and year. Letters can be forwarded to corporate offices that are not in the United States, and other countries use different date alignments such as day first, so 2/1/2008 could mean January 2, 2008 in other countries.

*Example: April 30, 2009*

Next comes the name, title, organization name and address of the recipient. You need the street address, city, state, zip code or country in this section. Be specific, which means call the party and allow an administrative assistant to give you the proper name, title and address you request. This requires good telephone skills, which has another set of rules.

*Example: Chef Gordon Smith*  
Executive Chef  
Big Restaurant LLC  
217 High St.  
Columbus, Ohio 43201

Now we add the salutation. Leave dears for your relatives. Just place their title and name above the first paragraph.

*Example: Chef Gordon Smith,*

Professional letters should have a minimum of three paragraphs, the opening, the body and the closing. The opening should be to the point in 99.99% of all letters, unless you are breaking the news or information guardingly, then you could move the main point towards the end of a letter.

## Introduction to the Word Processing

*Example:* I would like to discuss with you some of your main experiences in becoming an executive chef and I have several pointed questions about you last article in the cooking magazine of April 2008.

The second paragraph in a letter should give us the “why” of why should this individual respond to our request. As a professional, the majority of the time, they will respond to a properly written letter, letter or verbal request. Put the reason you need to get the information and make sure you include the due date.

*Example:* The interview is part of a requirement in my Kitchen class at the Columbus Culinary Institute with Chef Super. The assignment is due on June 14, 2009 and I would be happy to send you a copy of my report for your records.

The last paragraph is the Contact me section. List times when and phone numbers where you will be available. For example, if you are only available from 9 to 10 pm on Wednesdays then just put that information. This enables the recipient to avoid playing telephone tag with you.

*Example:* I am available Monday through Friday from 6 to 9 am on the weekends from 7 to 11 pm. My private cell line is 614-777-7890.

Then close the professional letter with a thank you or look forward to talking to you. Then next comes your full name and below your name, is typed your title.

*Example:* Thank you,  
Joe Jones  
Chef Apprentice

Now all you need to do is spell check the letter and allow a co-worker to proof the document. After making any corrections, print and mail the letter.