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Professor Appreciation Letter. Write this type of letter for any situation in which you are communicating appreciation to your professor. You will likely need to modify this letter sample at least somewhat so that it most closely matches what you want to communicate.

Disclaimers are, in fact, optional in writing a letter; however, including it in your own provides an impression of sincerity and professionalism towards its readers. 13. Sign the letter.

Body of Letter When writing a business letter, keep it simple and focused, so the purpose of your letter is clear. Use the first paragraph to introduce yourself. The second and third paragraphs will explain why you are writing and what you are requesting from the reader. End your letter by thanking the reader for considering your request.

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A paraphrase of an excerpt from the letter Rachel Carson sent to Reader's Digest in 1945 offering to write an article about the dangers of DDT:

Re: Invitation letter asking a professor to serve on the thesis committee Yes, "comprises" instead of "is comprised of" would be better; I missed that one. Longby, you've just requested the help of the experts.

Addressing a cover letter can be tricky if you are responding to a job listing and either don't have a contact person's name or don't know the hiring manager's gender.

Other Files :