

THE FUNDAMENTALS OF BUSINESS LETTERS AND MEMORANDA

Closely akin to the introduction letter is the letter of recommendation, a message of endorsement for someone seeking a position. Once again, positive tone is important, and so is the appraisal of specific traits and abilities. Without specifics, a letter of recommendation isn't worth much. Here is an effective one:

Professor George J. Fielding, Acting Chairman
Department of English
Lamont College
Exeter, New Hampshire 08025

Dear Professor Fielding:

I understand that your department is weighing the candidacy of Dr. Peter Girard for its chairmanship. As a colleague of his for seven years, and the administrative head of his division, I am pleased to speak a word in his behalf.

During those years, large numbers of students (both graduate and undergraduate) expressed to me their genuine sense of enrichment upon being taught by Dr. Girard. Besides his mastery of several academic specialties, he possesses an intellect of extraordinary scope. His enthusiasm for meaningful scholarship is contagious. In faculty affairs, his wit and judiciousness have made him, in my estimation, the most respected member of his department. During his fifth year here, he served as president of the faculty senate, and served admirably.

In short, I feel that Dr. Girard is an educator—in the true sense of that much abused word. He possesses the qualities to which I would turn had I to choose a man to chair a first-rate academic department.

Respectfully,

M. Wilson Hodges
Dean of Arts and Sciences
Valhalla University

A Word in Closing About Form Letters

Many of a company's routine communications tend to be recurrent. So to save time and money, some companies use form letters. Everyone knows what form letters are. They eliminate having to write a new reply and expend additional stenographic time each time a reply is necessary.

From: *Communications in Business*, 2nd Edition.
Walter Wells, Kent Publishing Company, Boston, 1977.