



NEW LIGHT'S

DYNAMIC LETTERS

Dr. B. James



CONTENTS

PART ONE

PERSONAL CORRESPONDENCE

1. FAMILY LETTERS 15-32

1. Letter to the Son who has been Irregular in Writing Letters Home 16
2. Reply from the Son to the Above 17
3. Letter from Mother to Married Daughter 18
4. Letter from Brother to Married Sister 19
5. Letter from Wife to Husband away on a Business Trip 20
6. Letter from Father to Son about Poor Performance in Studies 21
7. Reply to the Above 23
8. Letter from Elder Brother to Younger Sister 24
9. Reply to the Above 25
10. Letter from Sister to Younger Brother Advising him to Cultivate the Habit of Reading Good Books 26
11. Letter to Uncle about Change of Address 28
12. Letter from Daughter to Mother 29
13. Letter to a Friend's Daughter who has asked for Advice 30
14. Letter to Parents from Bride on her Honeymoon 32

2. CHILDREN'S CORRESPONDENCE 33-46

1. Letter to Mother Back Home 34
2. Letter to Father from Son 35
3. Letter to Elder Sister 36
4. Letter Inviting a Friend 37
5. Letter Thanking for Hospitality 38
6. Letter of Thanks to Grandfather 39
7. Letter to Grandmother 40

EXCERPTS FROM SOME FAMOUS LETTERS TO CHILDREN

8. A Letter from Thomas Macaulay to his Niece Margaret 41
9. A Letter from Charles Dickens to his Son Edward 42
10. A Letter from Mary Lamb to a Young Friend 43
11. A Letter from H.W. Longfellow to Emily 44

12. A Letter from Theodore Roosevelt to His Son, Ted, away at School 45
13. A Letter from Leopold I of Belgium to his Niece, Princess Victoria 46

3. FRIENDLY LETTERS 47-63

1. Letter to a Friend who has been Silent for a Long Time 48
2. Reply to the Above 49
3. Letter to a Friend Inviting Him to Spend the Holidays 50
4. Letter to a Friend who is to be Hospitalized 52
5. Letter to a Friend Back Home 53
6. Letter to a Friend about Sister's Engagement 54
7. Letter to a Friend Asking him to find Some Suitable Accommodation 55
8. An Interesting Letter to a Friend 57
9. Letter to a Friend Requesting him for a Loan 58
10. A Favourable Reply to the Above 59
11. Letter to a Pen-friend about Life in Singapore 60
12. Another Letter to a Pen-friend 62

4. LOVE LETTERS 65-75

1. Letter from a Boy to a Girl with whom he has fallen in Love at First Sight 66
2. Reply to the Above Rejecting the Boy's Love 67
3. Letter to a Boy Asking him to Stop his Unwanted Overtures and Advances 68
4. Letter from a Husband to his Bride 69
5. Reply to the Above 70
6. Letter from a Dejected Lover 71
7. Letter Expressing Love to a Lady 72
8. Reply to the Above Responding Favourably 73
9. Request to the Girl's Father for Marriage 74
10. Letter from a Youth to a Lady Urging her for Early Marriage 75

PART TWO SOCIAL CORRESPONDENCE

1. LETTERS OF THANKS 79-89

1. Letter of Thanks to a Friend for a Gift on Marriage 80
2. Letter of Thanks for Congratulations and Greetings 81

3. Letter of Thanks for Hospitality 82
4. Letter of Thanks for Financial Help 83
5. Letter of Thanks for Condolences 84
6. Letter of Thanks for Sympathy 85
7. Letter of Thanks for Congratulations 86
8. Letter of Thanks for Looking after of a Child 87
9. Letter of Thanks for a Favour 88
10. Letter of Thanks for Birthday Gift 89
- 2. LETTERS OF CONGRATULATIONS 91-101**
 1. Congratulations on Engagement 92
 2. Congratulations on Marriage 93
 3. Congratulations on Wedding Anniversary 94
 4. Congratulations on Birth of a Baby 95
 5. Congratulations on Appointment as an Officer in a Bank 96
 6. Congratulations on Birthday 97
 7. Congratulations on Recovery from Illness 98
 8. Congratulations on Promotion 99
 9. Congratulations on the Exhibition of Paintings 100
 10. Congratulations on Completion of a Course 101
- 3. LETTERS OF CONDOLENCE 103-111**
 1. Letter of Condolence on the Death of Father 104
 2. Letter of Condolence on the Death of Mother 105
 3. Letter of Condolence on the Death of Daughter 106
 4. Letter of Condolence on the Death of Wife 107
 5. Letter of Condolence on the Death of Husband 108
 6. Letter of Condolence on the Death of Baby 109
 7. Letter of Condolence on the Death of Brother 110
 8. Letter of Condolence on the Death of Friend 111
- 4. LETTERS OF SYMPATHY 113-120**
 1. Letter of Sympathy on Illness 114
 2. Letter of Sympathy on Illness of Son 115
 3. Letter of Sympathy on Accident 116
 4. Letter of Sympathy on Loss in Fire 117
 5. Letter of Sympathy on Failure in Examination 118
 6. Letter of Sympathy on the Illness of a Friend's Mother 119
 7. Letter of Sympathy to a Friend Who is Ill and in a Hospital 120

5. LETTERS OF INTRODUCTION 121-126

1. Letter of Introduction to be Presented in Person 122
2. Letter of Introduction to be Sent by Post 123
3. Another Letter of Introduction 124
4. Letter of Introduction to a Colleague's Son 125
5. Letter of Introduction to a Young Man who had been a Student 126

6. WEDDING INVITATIONS AND ANNOUNCEMENTS 127-141

1. Formal Wedding Invitation 128
2. Informal Wedding Invitation 129
3. Another Formal Invitation to Wedding 130
4. Yet Another Wedding Invitation 131
5. Formal Invitation to Wedding Reception 132
6. Another Formal Invitation to Marriage Reception 133
7. Formal Wedding Announcement 134
8. Another Wedding Announcement 135
9. Invitation to a Double Wedding 136
10. Bride's Informal Wedding Invitation to an Intimate Friend 137
11. Formal Regret to Wedding Invitation 138
12. Informal Regret to Wedding Reception 139
13. Cancellation of Wedding Reception 140
14. Formal Invitation to Marriage Anniversary 141

7. OTHER INVITATIONS AND ANNOUNCEMENTS 143-152

1. Formal Invitation to Dinner 144
2. Formal Acceptance of the Above 145
3. Informal Regret to Attend 'Dinner and Dance' 146
4. Informal Acceptance of 'Dinner and Dance' 147
5. Informal Acceptance of Lunch Invitation 148
6. Informal Invitation to Christening 149
7. Formal Invitation to Opening Ceremony 150
8. An Informal Invitation to Week-end Party 151
9. An Informal Announcement of Death 152

8. CLUB CORRESPONDENCE 153-164

1. Letter Applying for Membership of a Club 154
2. Letter to a Friend Regarding Membership of a Club 155

3. Letter Proposing a Member 156
4. Letter Reminding a Member about Overdue Subscription 157
5. Another Letter Asking for Overdue Subscription 158
6. The Member Sends his Subscription 159
7. Letter Inviting a Person to become a Member of the Club 160
8. Letter Accepting Club-membership 161
9. Letter to the Secretary Requesting him to Include an Item in the Agenda 162
10. Letter Notifying a Member of his Election to an Office 163
11. Letter of Resignation from the Membership 164

9. LANDLORD AND TENANT

CORRESPONDENCE 165-175

1. Letter to Landlord for Repairs 166
2. Another Letter Requesting for Repairs 167
3. Letter to a Property Agent for a Flat on Lease 168
4. Letter to Landlord Requesting for Renewal of Lease 169
5. Letter to Tenant to Increase the Rent 170
6. Letter from Landlord to Tenant for Payment of Rent 171
7. Letter Requesting the Landlord for Time to Pay Rent 172
8. Letter Asking the Tenant to Vacate the Premises 173
9. Letter to Landlord Seeking Permission to Sublet 174
10. Letter to the Outgoing Tenant to Allow the Prospective Tenant to see the Flat 175

10. CHILDREN'S EDUCATION 177-186

1. Letter to the Principal Enquiring about the School 178
2. Application to the Principal for Leave of Absence 179
3. Letter to the Principal of a School about a Backward Student 180
4. Application to the Principal of a School Requesting for a Testimonial 181
5. Letter to the Principal of a School Complaining about a Pupil being Bullied 182
6. Letter Seeking Admission in a Technical Course 183

7. Reply to the Above Letter 184
8. Letter from the Principal to Parent about Son 185
9. Application to the Principal Requesting for Remission of Fine 186

PART THREE

MISCELLANEOUS CORRESPONDENCE

1. LETTERS OF APOLOGY 189-194

1. Letter of Apology for not Keeping an Appointment 190
2. Letter of Apology for Delay in Replying a Letter 191
3. Letter of Apology to a Neighbour 192
4. Letter of Apology for Causing Annoyance 193
5. Letter of Apology for Damage Caused to Flower-beds by the Pet-dog 194

2. LETTERS OF COMPLAINT 195-200

1. Complaint to a Neighbour for his Dog's Misadventure in your Garden 196
2. Complaint to the Postal Services about Delayed and Irregular Delivery of Mail 197
3. Complaint to a Neighbour Against Children's Undesirable Behaviour 198
4. Complaint against Poor Drainage in the Locality 199
5. Complaint about Bad State of Roads and Insanitary Conditions 200

3. TRAVEL AND HOTELS 201-206

1. Letter Enquiring about Hotel Accommodation 202
2. Reply to the Above 203
3. Letter Confirming Room Reservation 204
4. Letter to the Manager of a Hotel Regarding a Lost Item 205
5. Letter Enquiring about Holiday Tour 206

4. LETTERS OF APPLICATIONS FOR JOBS 207-234

1. Application for the Post of a Clerk 208
2. Application for the Post of a Senior Personal Secretary 209
3. Application for the Post of a Receptionist-cum-Telephone Operator 210
4. Application for the Post of a Translator 211

5. Application for the Post of a Medical Sales Representative 212
6. Application for the Post of a Senior Nurse in a Hospital 214
7. Application for the Post of a Purchase Officer 215
8. Application for the Post of an Assistant Architect 216
9. Application for the Post of a Legal Assistant 217
10. Letter Requesting for a Reference 218
11. Another Letter Asking for a Reference 219
12. Letter Giving a Favourable Reference 220
13. Letter Giving an Unfavourable Reference 221
14. Letter Giving a Qualified Reference 222
15. Letter from an Employee Requesting for a Reference 223
16. Letter Inviting to Attend an Interview 224
17. Letter Confirming the Attendance for Interview 225
18. Letter of Appointment 226
19. Letter Accepting the Offer of Employment 227
20. Letter of Resignation 228
21. Letter Terminating a Service 229
22. Letter Requesting for a Salary Increase 230
23. Letter of Warning to an Employee 231
24. Letter Notifying Promotion and Transfer 232
25. Letter Requesting for Leave of Absence 233
26. Letter Apologizing for Misconduct 234

PART FOUR

BUSINESS CORRESPONDENCE

1. **COMMON BUSINESS ABBREVIATIONS** 237-239
2. **WORDS COMMONLY CONFUSED** 241-244
3. **WORDS OFTEN MISSPELT** 245-248
4. **COMMERCIAL TERMS** 249-258
5. **LETTERS OF ENQUIRY** 259-268
 1. Letter Enquiring About Trade Terms 260
 2. Letter Enquiring for Samples and Price list 261
 3. Reply to the above Enquiry 262
 4. Letter Requesting for Catalogue etc. 264
 5. Reply to a Letter of Enquiry 265
 6. Letter Enquiring about Kitchen Installations 266
 7. Reply to the above Enquiry 267

8. Reply from a Publisher in Response to an Enquiry 268
6. **ORDERS AND THEIR EXECUTION 269-278**
 1. Order for a Washing Machine from an Individual Customer 270
 2. Acknowledgement of the Above Order 271
 3. Another Acknowledgement of an Order 272
 4. Letter Refusing a Request for an Additional Discount to a Customer 273
 5. Acknowledging an Order in which Prices have been Wrongly Quoted 274
 6. Letter Notifying Inability to Fill an Order 275
 7. A Follow-up Letter as an Order is not Complete 276
 8. Letter Ordering for Mandarin Oranges 277
 9. Letter from a Buyer Regretting Delay in Executing an Order 278
7. **COMPLAINTS AND THEIR ADJUSTMENTS 279-286**
 1. Complaint about Defective Goods 280
 2. Complaint about Unsatisfactory Service of a Refrigerator 281
 3. Complaint About Non-arrival of Goods 282
 4. Complaint About Goods Received in Excess 283
 5. Reply to the Above 284
 6. Complaint Regarding Receipt of Wrong Goods 285
 7. Reply to the Above 286
8. **TRADE REFERENCES AND STATUS 287-296**
 1. Letter Requesting for Supply of Goods on Credit 288
 2. Credit Enquiry to a Trader 289
 3. Trader's Favourable Reply to the Above 290
 4. Trader's Unfavourable Reply 291
 5. Bank's Favourable Reply 292
 6. Agency's Unfavourable Reply 293
 7. Agency's Favourable Reply 294
 8. Supplier's Favourable Response 295
 9. Supplier's Unfavourable Reply 296
9. **COLLECTION LETTERS 297-303**
 1. Requesting for Settlement of Pending Account 298
 2. Reminder for Payment 299
 3. The Second Reminder for Payment 300
 4. The Buyer's Response to the Above 301
 5. The Buyer Promises to Pay 302
 6. The Buyer Requests for Extension of Time 303