

How to write a letter

Yasaman Mousavi

How to write a letter

Writing a letter can be easy if you follow a few simple rules.

Write a meaningful subject line.

Subject: **"Important! Read Immediately!!"**

Subject: **"Meeting"!!**

Subject: **"Hepat Mon, your accepted manuscript"**

Starting off.....

1) **Dear Sir or Madam,**

If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.

2) **Dear Mr Jenkins,**

If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.

3) **Dear All**

Is nice, If you are writing to several people together .

Thank you ...

Thanks for...

- ...the information
- ...your comments
- ...your work on the ...project
- ...the report

•This was a way of saying: "We have received your letter". You don't need to do this with emails, but it's still nice to begin by thanking for something, if you can. But "Thanks for your email" is a bit of a waste of time

Introducing yourself

**In English, say what you do,
not what you are. (Not: "I
am assistant technical
manager....".)**

Good news

In a formal communication

I am pleased to be able to
inform you that

Bad news

In a formal communication

**I am sorry to have to
inform you that we are
forced to xxxxxxxx.**

Having a request & Possible responses

**The more you want, the longer the phrase
(*expression*) you need:**

- Could you possibly...
- Do you think you could...
- I wonder if you could...

- **I would be grateful if you could...**

The answer is: Yes, no problem.

- That's fine.
- No problem.
- Sure, go ahead.
- Of course you can...

If you're the boss:

You have my authorization to...

The answer is: this is not possible.

- **Don't write "no"! Just say the problem:**
- The problem is, we...
- Unfortunately, at the moment...
- I'm afraid (that)...
- **If it's not already clear that you are saying "no", you can add something like:**
- So I'm afraid it's not possibleat the moment...
- So I have to say you can't, I'm afraid.

Complaints

Maybe you want a fight with the person you are writing to. If not, start like this:

• I'm afraid (that)... not: "I'm afraid, but..."

Unfortunately

Then don't be too direct: sound a bit uncertain:

There seems to be a problem with the

There may be a misunderstanding about

Suggest a solution if you can:

Could you recheck the figures?

If you send a copy of the email to the person's boss, it's polite to say so:

I'm sending a copy of this message to for information.

Apology (excuse)

1. Apologize immediately

I must apologize for...

Please accept our apologies for

2. Give a reason

This was unavoidably due to...

3. Suggest action

I'm sending you the new figures

4. Apologize again

End of the email

- **Please don't hesitate to contact me if you need any more information.**
- I hope this information will be helpful.
- Looking forward to hearing from you.

1) Yours faithfully

If you do not know the name of the person, end the letter this way.

2) Yours sincerely

If you know the name of the person, end the letter this way.

Signature

- Mrs Yasaman Mousavi,
- Technical Editor,
- Kowsar Medical Institute,
- Homepage: www.KowsarMed.com,
- Email: Mousavi@kowsarmed.com

Signature

- XXXXXXXXXXXXXXXXX,
- Editor-in-Chief,
- Hepatitis Monthly,
- Tel/Fax: +98 21 88934125
- P.O. Box: 19395-5487, Tehran, IR Iran

Outline: A Covering Letter

- A covering letter is the one that accompanies your CV when you are applying for a job. Here is a fairly conventional plan for the layout of the paragraphs
- **Opening Paragraph**
- **Paragraph 2**
- **Paragraph 3**
- **Closing Paragraph**

Opening Paragraph

- Briefly identify yourself and the position you are applying for. Add how you found out about the vacancy

Paragraph 2

- Give the reasons why you are interested in working for the company and why you wish to be considered for that particular post. State your relevant qualifications and experience, as well as your personal qualities that make you a suitable candidate.

Paragraph 3

- Inform them that you have enclosed your current CV and add any further information that you think could help your case.

Closing Paragraph

- Give your availability for interview, thank them for their consideration, restate your interest and close the letter.

Cover letter

- To Whom It May Concern:
- Enclosed please find the manuscript entitled: The short-term efficacy and safety of nucleoside analogue in the treatment for liver failure associated with hepatitis B: a meta-analysis, to be considered for publication in Hepatitis Monthly.
- This manuscript demonstrated that the antiviral therapy with nucleos(t)ide analogues (NA) could enhance the survival rate of people with liver failure (LF) associated with HBV. Separated comparison about lamivudine and entecavir were taken, both of the two medications presented beneficial effects for LF due to HBV. Comparing with blank control groups, the impact of different time to start the NA treatment was also analyzed: at early and medium stage of liver failure, NA groups showed an obvious advantage over enhancing the survival rate.
- Based on the scope of your publication, I believe this manuscript to be relevant and respectfully ask for it to be considered for publication.
- **In addition, The manuscript has not been and will not be published elsewhere or submitted elsewhere for publication, and all figures of our manuscript are original.**
-
- Thank you for your consideration!
- Sincerely,
- Peng Hu, M.D., Ph.D.
- Hong Ren, M.D.

Thank You