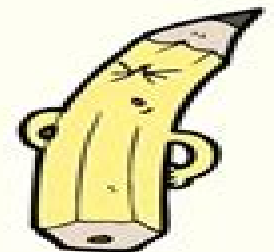


INFORMAL LETTER

Beginning and ending	<i>Dear David + Kind regards</i> <i>Good morning Tom + Warm/ Best regards</i>
Reason for writing	<i>I am sending this message to apologize/ ask about/ say thanks for / complain about...</i> <i>Answering your message, let me tell you that...</i> <i>As we spoke/ agreed in our call, here you have.../ I have to tell you that...</i> <i>Mr. Thomson gave me your name so that...</i>
The background	<i>As you probably know, our company is...</i> <i>I suppose you remember that 3 weeks ago we...</i>
The result	<i>That is why we had to...</i> <i>Because of that...</i> <i>The next step</i> <i>Now, it is necessary to...</i> <i>I think we should...</i> <i>I would need you to...</i> <i>To fix this, you would have to...</i>
Further communication	<i>You can contact me if you need more help/ information</i> <i>Hope to hear from you</i>
Signing off	<i>Many thanks for your message.</i> <i>Let me say sorry again for...</i> <i>I hope this solution is OK for you.</i>



Good Writing An Informal Manual Of Style

Guy Kawasaki



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the Chicken Soup series reflect a wide range of experiences that have enlightened and inspired him For instance you ll follow Guy as he Gets his first real job in the jewelry business which turned out to be surprisingly useful training for the tech world Disparages one of Apple s potential partners in front of that company s CEO at the sneaky instigation of Steve Jobs Blows up his Apple career with a single sentence after Jobs withholds a pre release copy of the Think Different ad campaign That s okay Steve I don t trust you either Reevaluates his self importance after being mistaken for Jackie Chan by four young women Takes up surfing at age 62 which teaches him that you can discover a new passion at any age but younger is easier Guy covers everything from moral values to business skills to parenting As he writes I hope my stories help you live a more joyous productive and meaningful life If Wise Guy succeeds at this then that s the best story of all

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