

Letter Writing Tips

1. Keep it short and to the point.

- Business letters should be concise, factual, and focused
- Never exceed one page
- Typical letters will hold 350 to 450 words

2. Focus on the recipient's needs.

- Focus on the information requirements of your audience, the intended addressee. In your "mind's eye" imagine the intended recipient seated across a desk or table from you while you are explaining the subject of the letter.

A well-written letter should include:

- How long you have worked for your employer
- Current position held
- Any experience, skills or previous positions you have held with your company or previous employers
- What more you have to offer and why you think your ask will add value to the work

3. Use simple and appropriate language.

- Your letter should use simple straightforward language, for clarity and precision. Use short sentences and don't let paragraphs exceed three or four sentences.

4. Re-read and revise it.

Before you turn in your letter:

- Have someone you trust and who can be objective read your letter and make suggestions
- Contact your union representative to have them look at it
- Ask your store director, supervisor or department manager if they would be willing to write a letter of recommendation on your behalf to submit along with your letter

5. Check spelling and grammar.

Once you have submitted your letter:

- Contact your human resource department or those who are responsible for handling such requests to confirm they have received it and set an appointment with them if possible. You can formally introduce yourself discuss at that time.
- CC or give a copy of the raise/promotion letter and this business letter to your union representative for your store.