

Formal Letter Writing, Emails, and Memos

Writing and Formal Correspondence

Words, whether spoken or written, are a tool of empowerment for those who choose them carefully and correctly. There are proper ways to address everyone, including colleagues, teachers, and superiors. Listed below are some samples on how to formally address and write letters to various people who work within the university.



Description	Website
Asking a Question via E-mail	http://www.wikihow.com/Sample/Email-Professor-About-a-Question
Asking a teacher for a Recommendation Letter	http://www.wikihow.com/Sample/Email-Asking-for-a-Letter-of-Recommendation
Asking for a Favor via E-mail	http://www.wikihow.com/Sample/Email-Professor-Asking-for-a-Favor
E-mailing a Professor for Notes	http://www.wikihow.com/Sample/Email-Professor-Asking-for-Notes
How to Make a Polite Request	http://www.myenglishpages.com/site_php_files/communication-lesson-request.php
How to Write a Letter of Protest	http://www.howtowritealetter.net/Letter-of-Protest.html
Letter of Protest Sample	http://www.scribd.com/doc/30872114/Letters-of-Protest
Making Suggestions to Teachers	http://www.wikihow.com/Sample/Class-Activity-Suggestion-Letter
Sample Memo to Co-workers	http://www.wikihow.com/Sample/Memo-to-Coworkers
Teacher Appreciation Letter	http://www.wikihow.com/Sample/Teacher-Appreciation-Letter