

(Your Address)

SKIP 1 LINE

(Today's Date)

SKIP 1 LINE

(Recipients Name)

(Company/Organization)

(Recipient's Address)

SKIP 1 LINE

(Greeting)

What punctuation goes after the greeting?

SKIP 1 LINE

(Introduction) This paragraph should introduce your intentions to the reader. Write notes here from power point.

SKIP 1 LINE

(Body 1)

Use one of the argument rhetorical appeals (Ethos, Pathos, or Logos)

SKIP 1 LINE

(Body 2)

Use one of the argument rhetorical appeals (Ethos, Pathos, or Logos) This cannot be the same appeal as in Body 1.

SKIP 1 LINE

(Body 3)

Use one of the argument rhetorical appeals (Ethos, Pathos, or Logos) This cannot be the same appeal as in Body 1 or Body 2.

SKIP 1 LINE

(Conclusion)

(Last Sentence: Thank the reader for taking the time to read your letter and leave them with a final thought)

SKIP 1 LINE

_____ (Closing) What punctuation goes after the closing?

SKIP 2 LINES

_____ (Signature)

SKIP 1 LINE

_____ (Print Your Name)

_____ (Print Your Job Title [if you have one])

SKIP 1 LINE

Enclosure (Why would we put "enclosure" at the end of a business letter?)

Dr. Michael Smith
123 ABC St.
New York City, NY 99999
April 17, 2016

Dr. Patricia Brown
University of California, Los Angeles Medical Center
777 Medical Dr.
Los Angeles, CA 11111

Dear Dr. Brown,

I am the chairman of the 2016 Metropolitan Medical Conference that is being held this year in Miami, Florida on July 5, 2016. I write to invite you to present your groundbreaking research on beta blockers with our conference participants and invited guests. A 30-minute discussion of your work along with a 20-minute question and answer session would add so much to the intellectual landscape of our annual medical conference.

The Metropolitan Medical Association would be pleased to cover your travel and lodging expenses while you visit the conference, in addition to providing a per diem budget during your stay.

Please reply with your answer as soon as you are able so that we may begin making arrangements. I encourage you to contact me with any questions or concerns.

Kind regards,
Dr. Michael Smith