SAMPLE LETTER

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

I am writing to you to ask if it would be possible for me to set up an appointment with you next week.  
  
The Spring Ball is coming up, and I wish to speak to you regarding the various arrangements that will have to be organized for the event.  
  
3MayI perhaps suggest that we meet at the Richmond Hotel on Saturday at 3 pm?  
  
I look forward to hearing your reply.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional