

Repertoire of Business Sentences That Get Good Results

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Opening Sentences that *Jump Off the Face of the Page*

As we discussed,

As mentioned previously,

As you know,

As our customer, we want to make sure that you are aware of _____

As a _____, I am excited to apply for the _____

Recently, I received a _____

Thank you for your question regarding _____

_____ suggested that I contact you regarding _____

Body of Letter Sentences

Our records indicate _____

Accordingly, we believe _____

Regrettably, we were not able to _____

Unfortunately, we were not able to _____

Declarations (*Things Come in Threes*)

Attached are my Conclusions, Data, and Documentations.

I Explored, Researched, and Composed a document on _____

Making an Experiential Educational Estimate I conclude that _____

Demonstrating my "*Ingenuity, Initiative, and Inventiveness*," I created _____

Through the Arts of Evidence, Law, and Legal Reasoning I was able to _____

May you and your family have a *Plentiful, Productive, and Prosperous* New Year!

Concluding Sentences that are *Brief and to the Point*

Thank you for your assistance and please let me know if you have any questions.

Thank you for your consideration. Please let me know if you have any questions as well as the results of my request.

Thank you for your cooperation. Please let me know if you have any questions as well as the results of this issue.

Please let me know your thoughts.

Please let me know if you have any comments, questions, or suggestions.

Please let me know if you have any questions; and how I can help you in the future.

Signature – With Easily Noticed Contact Information

Sincerely,

Name

Title

Telephone Number

Fax Number

E-mail Address