

## **Business Letter for a Company**

From,  
Zephaniah Sanders  
3714 Nascetur St.  
Hawthorne Louisiana 10626  
(539) 567-3573

Date: 01-05-2011

To,  
Calista Merritt  
Ap #938-5470 Posuere Ave  
Chickasha LA 58520

Subject: (\*\*\*\*\*)

Dear Calista Merritt,

I am writing this letter to inform you about the Liberal Arts department workshop which is going to be held on April 19th, 2019. With this workshop, the employees under the Liberal Arts department will have the opportunity to interact with important business leaders in our locality. This workshop will be conducted at the Plaza Student Center at Delhi University. This event will start from 10 a.m. and will last for 3-4 hours. A table can be reserved for the interested employees before the workshop upon doing the registration.

Thank you for your time and hoping to hear from you sooner.

Sincerely,  
(Your Signature)  
Zephaniah Sanders



# Sample Business Letter Elementary Level

**J. Christopher Reid, Donald W.  
MacLennan, United States. Office of  
Education**

**Sample Business Letter Elementary Level:**

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