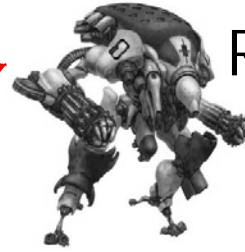


Most companies have formal printed letterhead. This letterhead usually has a logo and all the important company information like address, phone, etc.



# Robots Inc.

123 Main Street  
Marietta, GA 30060  
Phone: 678-123-4567  
Email: bots@robots.com

Mr. John Client, CEO  
Transformers Corp.  
345 Broadway Avenue  
Atlanta, GA 30068

The person receiving the letter and the full address for that person are always at the top of a letter.

January 28, 2010

Notice the spacing

**Subject: Agreement to pursue contracting arrangement with Transformers Corporation**

The subject needs to be meaningful, especially when it's quickly scanned by the reader. Bolding the subject helps it stand out.

Dear Mr. Client:

Mr. or Ms.; no first name; always a colon... :

I am writing to confirm our agreement to begin contracting with the Transformers Corporation effective March 1, 2010. Once this agreement is formally signed by all parties, work on the viaduct project can begin.

Introduction...frame why you're writing

The contracting agreement between Robots Inc. and Transformers Corp. will need to be developed and reviewed by our respective legal departments. Specifically, the legal documents will need to outline the responsibilities of each party, including the division of labor, and the management of federal and state stimulus funds. As discussed in our last meeting, the contract will be non-binding after two years from the signing date.

Notice the length of a paragraph-- 3 to 5 sentences max. Only 1 idea per paragraph.

During the two years that the contract is binding, both parties will share in the contracting and completion of the new Atlanta viaduct. This project will be beneficial for not only the city, but for Robots Inc. and Transformers Corp. as it is only through our mutual cooperation that this major construction effort could be completed.

Because of the proprietary intellectual property associated with each company, we will require all personnel to sign standard non-disclosure agreements (NDA), submit to a background check, and provide DNA. Retinal scans and fingerprinting will be part of the mandatory security profile.

Discuss one key point per paragraph.

Prior to the start of work on March 1, we would like to hold a management retreat for the senior executives and upper-level support staff of both companies. It is important that key people from both teams meet and develop a shared understanding of the viaduct project. Several locations have been proposed for this retreat including the Bahamas, Las Vegas and Cancun. We project booking a small resort and using our private jets for transportation.

Letter margins are usually 1.25" or so. Think: RULE OF THUMBS

Robots Inc. Agreement with Transformers Corp.

This is a header. A header is text that connects all the pages in a multipage document.

Page 2

We look forward to working with you on the upcoming viaduct project. I understand our legal departments are scheduled to meet February 1, 2010, to discuss the details of the contract and our working relationship.

As always, please feel free to contact me if you have any questions.

Yours sincerely,

Always invite the reader to contact you.

Page number.  
Headers and page numbers don't go on the first page. You need to turn them off by selecting "Different First Page".

Bob Loblaw  
CEO Robots, Inc.

4 returns is standard for a signature space