

Module 3: Tips for Effective Letter Writing

1. **Know your purpose:** What do you want to achieve with this letter?
2. **Be clear and concise:** Use simple language and avoid jargon.
3. **Maintain a professional tone (for formal letters):** Avoid slang or informal language.
4. **Proofread carefully:** Check for grammar, spelling, and punctuation errors.
5. **Use a positive and respectful tone:** Even if you are writing a complaint letter, maintain professionalism.