

UNIT 4 WRITING

PART 2

GREETING

"Dear Ms. Jolie,"

TOPIC AND PURPOSE

"On behalf of our organization, I am writing to express our deepest appreciation to you for the great dedication you have shown in your work as UNHCR Goodwill Ambassador."

DEVELOPMENT

Describe the appreciated act: how it was helpful, who it helped:

"Your willingness and determination to travel so extensively to the most desperately troubled parts of the world has won the greatest admiration ... and develop their skills, will have the chance to realize their potential. We echo the words of UNHCR staffer, Kofi Mable who said, "With this help, and the construction of this school, future generations of girls will be saved."

Acknowledge how the effort was made despite the addressee's many other obligations:

"Despite the demands of a very active career in the acting profession, it is clear that you have dedicated ... just to bring some joy into what is undoubtedly a hard life for many of the people here," he said."

SUMMING UP

Brief summary phrase and restatement of thanks

"For all your contributions, we extend our very deepest appreciation."

CLOSING

"Yours truly,

(signature)"