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John Doe

Drink Access Inc.
40F Manhattan
New York 90230J

6 November 2012

Ms. Maria Gomez
Pure Water Inc.
18RedBlvd
New Jersey 67869

Dear Ms. Maria,
I would like to take this opportunity to thank you for being our business partner in more than decade.

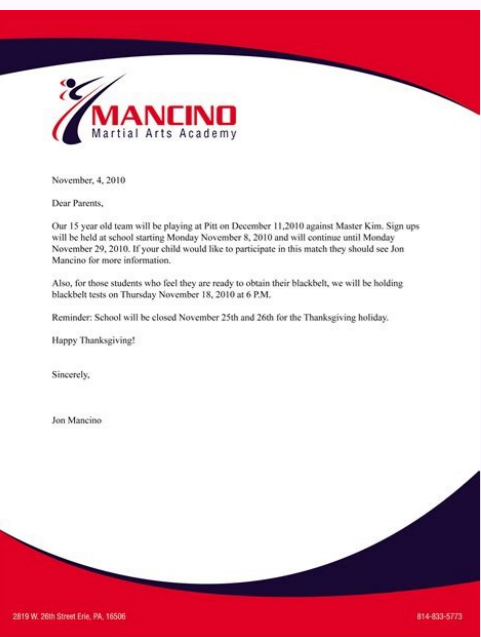
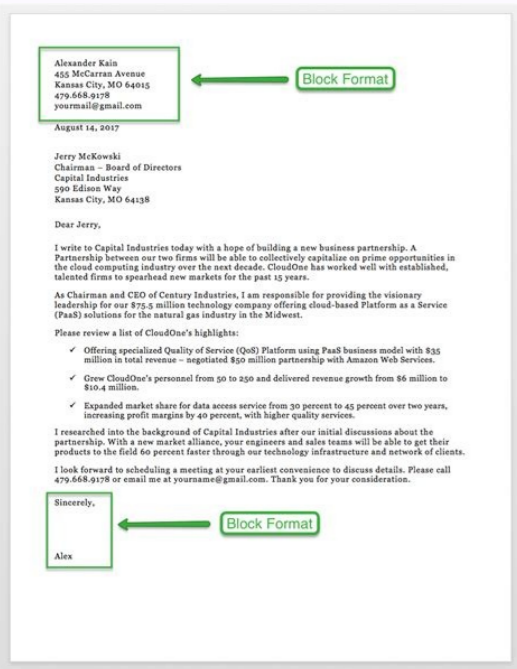
It is our honor to become a partner with your organization that has good reputation, expertise and experience in food and beverage industry.

We have been sharing success in our business and I, on behalf of the Drink Access Inc. express hope that this business relationship between the two firms extends until the horizon in the forthcoming years.

Thank you.

Yours Sincerely,

John Doe,
President



9610-168th St E
Puyallup, WA 98375
November 26, 2008

QS

Mr. John Doe
1921 Bridgeport Way W
Lakewood, WA 98499
ds
Dear Mr. Doe:

Introduction Paragraph: Your introduction should include a strategy: **Scenario/Anecdote** – The writer provides personal or hypothetical examples to illustrate the topic. **Questioning** – The writer asks thought-provoking, maybe even edgy (though always respectfully appropriate), questions to capture the reader’s interest. **Preparatory Definition/Explanation** – The writer defines or explains the subject before discussing it in detail. No matter what strategy you use, you must clearly state what it is that you want. Regardless of the strategy you employ, make sure you **know your audience** and **state your position clearly**. Though it may seem obvious, you must take a position for a persuasive piece; you cannot sit on the fence.

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Body Paragraph #1: Your next three paragraphs must be structured with a great deal of thought. Generally, you will save the rebuttal paragraph for last, save your conclusion. So for your other two body paragraphs, you might choose an organizational structure from the following: **Order of Importance** – Decide whether you want to go from least to most important, or the reverse. **Causal Chain** – Order your paragraphs to show how one thing leads to another. **Cause/Effect** – Show how something causes a specific effect(s). **Problem/Solution** - Explain both the problem and the solution.

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Body Paragraph #2: This follows whichever strategy you chose to follow in paragraph 1. In rare cases, you may want to place your rebuttal here, particularly if the objection you are overcoming is trite.

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Body Paragraph #3: This is your rebuttal paragraph. Here, you will acknowledge the letter’s recipient’s objections, and provide a rebuttal to them. You can do so using phrases such as, “I understand...however...” or, “While it is true that...still...” Be sincere in this paragraph; you will be much more persuasive if you are genuinely understanding of another’s viewpoint.

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