Thank you note for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Identify writer and addressee
* Explain what you are thanking someone for
* Use social / polite language
* 3-4 sentences

Invitation to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Identify writer and addressee
* Indicate the event
* When & where
* Make an invitation
* 3-4 sentences

Cancel appointment/plans for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Identify writer and addressee
* Indicate the appointment/plans
* Explain reason for cancellation
* Apology
* 3-4 sentences

Late payment for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Identify writer and addressee
* Indicate what payment is late
* Explain why payment is late
* Polite apology
* 3-4 sentences

Repair needed for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Identify writer and addressee
* Explain problem
* Request repair
* 3-4 sentences