

## Email Banner



## Email Letter



August 27, 2007

## Hard Copy

### Greetings!

For the highest readability, start your letter with a short sentence.

### Message 1 Headline

By breaking up the body of the letter into logical topics, your readers can focus in on the topic that they deem most relevant.

Select your wording carefully. Most people scan their emails very quickly. Keep your paragraphs to seven lines or less.

### Visit Our Website

Thank your customer, tell them how valuable they are to you, but don't go overboard. Insincerity is easy to spot.

Warmly,



Laura O. Biering, MM, CPCC  
 True Voices  
 Coaching ~ Consulting ~ Courage