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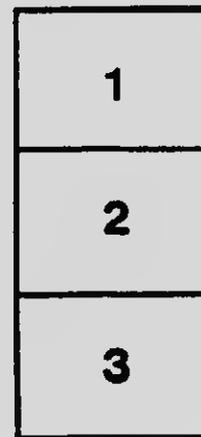
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# MAPLE LEAF LETTER WRITER

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STYLES AND FORMS FOR  
ALL KINDS OF LETTERS

*129 Letters on All Subjects*

BUSINESS LETTERS  
LOVE LETTERS  
LETTERS OF  
CREDIT  
RECOMMENDATION  
INTRODUCTION  
APPLICATION FOR EMPLOYMENT  
COURTSHIP  
CONDOLENCE  
CONGRATULATION  
CEREMONY  
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# HOW TO WRITE A LETTER

## I. INTRODUCTION

**L**ETTER writing is the art of conveying thought from one mind to another through the medium of written language.

This art is one of the most useful and desirable, as well as one of the most interesting and important of accomplishments. It is useful, because of its application to so many of the wants of man, in every station, and in all the recurring incidents of life. It is desirable, because it gives intellectual culture, determines character, and stimulates a vigorous mental growth; for the style which attaches to a good letter is the result of much forethought and concentration of power. It is one of the most interesting and important, because it affords so many pleasures and comforts between ourselves and absent friends; and because it serves as a medium in maintaining and strengthening many friendships and social ties; and in keeping fresh and green the tenderest emotions of loving hearts through long separation.

This accomplishment is one of the most easy of attainment, and one that is always valuable, as well to the child just learning to write, as to the most educated scholar. In its application, attention must be given to all the elements of composition, viz., penmanship, spelling, grammatical construction, punctuation, and a natural ease of expression, all of which are indispensable to a good style.

The following observations on these indispensable requirements will be found practicable and comprehensive, and it is hoped will serve to interest and encourage an improvement in correspondence.

## II. PENMANSHIP

Penmanship is the first consideration. A clear, legible, handwriting can, by careful practice, be acquired by every one having the free use of the hand. Let each letter be well constructed

and each word properly separated from the next. At first write slowly, until the hand becomes familiar with the graceful formation of each letter, after which rapidity may be acquired without interfering with the beauty of style. This is a duty, not only to ourselves, but to those whom we address; for it is an indication of a want of respect to write carelessly or illegibly.

### III. SPELLING

Correct spelling is next in importance. Many words are commonly misspelled from carelessness or inattention. The best preventive is to have a dictionary convenient for reference whenever in doubt. The following very simple rules will also aid in making corrections:

All words of one syllable ending in *l*, with a single vowel before them, have *ll* at their close, as *mill*, *sell*.

All words of one syllable ending in *l*, with a double vowel before them, have only one *l* at the close, as *mail*, *sail*.

The words *foretell*, *distill*, and *fulfill*, retain the *ll* of their primitives. Derivatives of *dull*, *skill*, *will* and *full*, also retain the *ll* when the accent falls upon these words, as *dullness*, *skillful*, *willful*, *fullness*.

Words of more than one syllable ending in *l*, have only one *l* at the close, as *delightful*, *faithful*; unless the accent falls on the last syllable, as in *befall*, etc.

Participles ending in *ing*, from verbs ending in *e*, lose the final *e*, as *have*, *having*, *make*, *making*, etc.; but verbs ending in *ee*, retain both, as *see*, *seeing*. The word *dye*, to color, however, must retain the *e* before *ing*.

All adverbs ending in *ly*, and nouns ending in *ment*, retain the *e* final of the primitives, as *brave*, *bravely*; *refine*, *refinement*; except words ending in *dge*, as *acknowledge*, *acknowledgment*.

Words ending in *e* drop that letter before the termination *able*, as in *move*, *movable*; unless ending in *ee* or *ge*, when it is retained, as in *change*, *changeable*, etc.

Words of one syllable ending in a consonant with a single vowel before it, double that consonant in derivatives, as *ship*, *shipping*, etc. But if ending in a consonant with a double vowel before it, they do not double the consonant in derivatives, as *troop*, *trooper*, etc.

Words of more than one syllable, ending in a consonant preceded by a single vowel, and accented on the last syllable, double the consonant in derivatives, as *commit*, *committed*; but except *chagrin*, *chagrined*.

Nouns ending in *y*, preceded by a vowel, form their plural by adding *s*, as *money*, *moneys*; but if *y* is preceded by a consonant it is changed to *ies* in the plural, as *bounty*, *bounties*.

Compound words whose primitives end in *y*, change *y* into *i*, as *beauty*, *beautiful*, etc.

#### IV. GRAMMAR.

Grammatical construction is the choice of words and their arrangement into sentences, so that clearness and strength may be given to our expressions. A knowledge and correct use of the rules of grammar are requisite; for no elegance in the choice of words would compensate for a want of ease and grace in forming them into phrases. Generally, in correspondence, we are apt to crowd too much into one sentence, making the meaning uncertain. This may be avoided by a sparing use of the conjunctions *and* and *but*; also by expressing each thought or statement in a distinct sentence. Punctuation is also necessary to give a clear expression in the construction of sentences.

#### V. PUNCTUATION

Punctuation is the act of marking the divisions of a composition into sentences, clauses, or other divisions, by points, showing the relation and dependence of their several parts. This is a requirement essential to a correct and regular mode of expression. After learning the relative value of the points, the best general rule is to place them where a pause would occur in speaking. The principal points, and rules for their use, are as follows:

*The Comma* (,) is used wherever you would make a trifling pause, were you speaking. This point marks the smallest division of a sentence.

*The Semicolon* (;) marks a longer or more distinct pause than a comma, and is used to divide an incomplete sentence.

*The Colon* (:) marks a pause greater than a semicolon, and less than a period. It is used after a sentence complete in itself,

but followed, without a conjunction, by some remark, inference, or explanation.

*The Period* (.) is the point that marks the end of a complete sentence. It should be used after every abbreviation.

*The Dash* (—) is used to denote a sudden stop, an abrupt change of thought, a significant pause, or to add effect to other points.

*The Interrogation* (?) must be placed after every question.

*The Exclamation* (!) is used after every expression or sentence that denotes strong emotion.

*The Parenthesis* ( ) is used to enclose a word or sentence, inserted by way of comment or explanation, and which is independent of and not a necessary connection with the rest of the sentence.

*The Brackets* [ ] are used to enclose a reference or to rectify a mistake.

*The Quotation Marks* (“ ”) are used to enclose borrowed or quoted expressions.

*The Apostrophe* (') is used to denote the omission of a letter, or a contraction.

By the careful observance and interpretation of these rules, mistakes, or a misconstruction of the intended meaning, will be prevented, and attention will be enforced to certain words or passages which may require it.

The following effective illustration of an omission of the points of punctuation will be found highly amusing and instructive. It may be punctuated so that the result will be a very good man or a very bad man.

“He is an old and experienced man in vice and wickedness he is never found in opposing the works of iniquity he takes delight in the downfall of his neighbors he never rejoices in the prosperity of any of his fellow creatures he is always ready to assist in destroying the peace of society he takes no pleasure in serving the Lord he is uncommonly diligent in sowing discord among his friends and acquaintances he takes no pride in laboring to promote the cause of Christianity he has not been negligent in endeavoring to stigmatize all public teachers he makes no exertions to subdue his evil passions he strives hard to build up Satan's kingdom he lends no aid to the support of the Gospel among the heathen he contributes largely to the evil adversary he

pays no attention to good advice he gives great heed to the devil he will never go to heaven he must go where he will receive the just recompense of reward."

## VI. CAPITALIZATION

For the use of capital letters the following rules will be found complete:

Begin every paragraph with a capital letter.

Begin every sentence following a period with a capital letter.

Begin all proper names with a capital letter.

Begin all titles as General, Doctor or Captain, with a capital letter.

Begin all names of places, as Boston, Newport, Niagara, with a capital letter.

Begin the words North, South, East, West, and their compounds and abbreviations, as North-east, S. W., with a capital letter.

Begin the names of the Deity and Heaven, or the pronoun used for the former, as, in His mercy—Thou, Father, with a capital letter.

Begin all adjectives formed from the names of places or points of the compass, as English, Northern, with a capital letter.

Begin every line of poetry with a capital letter.

Begin all quotations with a capital letter.

Begin all titles of books, and usually each important word of the title, as Hume's History of England, with a capital letter.

Begin the name of any historical event, as the French Revolution, with a capital letter.

The pronoun I and the interjection O must invariably be written with a capital letter.

Begin all names of the month, as May, November, and days of the week, as Tuesday, Wednesday, with a capital letter.

Begin all addresses, as Dear Sir, Dear Madam, with a capital.

Capital letters must never be placed in the middle of a word: never, except in accordance with the foregoing rules, in the middle of a sentence.

## VII. ABBREVIATIONS

Abbreviations in letter writing are in bad taste, except in some official and business letters. In friendly or social cor-

respondence they imply haste, and are, therefore, not quite respectful. Titles are generally abbreviated in all correspondence.

The contraction & is only permitted when connecting the names of a firm, as Rogers & Raymond, or Devlin & Co.

*Arithmetical Figures* should not be used in letters, except in writing dates, or very large numbers, or in repeating numbers that are written in words, in which case they should be enclosed in parentheses.

The next consideration is the acquirement of a *good style*.

### VIII. STYLE

Style in letter writing is the arrangement of our thoughts with reference to propriety, elegance and force. This subject, therefore, embodying as it does an understanding of the preceding elements of composition, is one requiring close attention to the governing influence of the subject treated and the relative position of the person addressed. No course of rules can be laid down for its cultivation, all improvement being dependent upon intellectual culture. The use of plain, simple language, with as much brevity as the sense will allow, avoiding figurative embellishments except where such would naturally be made use of in conversation, are the main points of a good style. Let your object be, not to write much, but to write well. Do not embarrass yourself by forgetting to maintain your own identity. Probably the best suggestion that could be followed would be to note upon a scrap of paper each topic for consideration. In doing this, we think over beforehand all we would say, and are enabled to present each subject in respective order of importance; matters of nearest interest to both appearing first, but merely noticed, if of a trivial or slight nature; followed by subjects of greater value, which may receive more forcible expression. We should endeavor to be as concise and impressive as necessity demands in the treatment of important matters; while more animation and joviality should be indulged in where the topics are of a nature intended to be merely entertaining. In letters of condolence, it would naturally be our desire to give expression to our sentiments in tender and sympathetic language; while in congratulatory letters we would again be joyful and pleasant. While being guided by the

subject, the person addressed also has an influence upon our style, for in our addresses we must conform to the conventionalities of society. We must be respectful to superiors, courteous to inferiors, familiar with friends and affectionate with relatives. The method of noting upon a scrap of paper the subjects we would consider will also assist us in making a good choice of words and acquiring a concise phraseology. It will also enable us to avoid unnecessary repetitions, underlinings and interlineations.

A word or two noted down, while an idea is in mind, often prevents an important item being forgotten, or suffices to give a more complete expression. Letters may be said to consist of four parts: the heading, the introduction, the body and the conclusion.

*The Heading* consists in the *Place*, and the *Date*, indicating where and when the letter was written.

The name of the place should embrace the writer's postal directions, that is, the name of the town, county and state; or, if in the city, the number and street, city and state; or, if at any well-known hotel or institution, the name of the same before the town or city.

The date consists of the month, day of the month and year. It may also include the day of the week.

On ruled paper the heading should begin on the first line, and may occupy one, two or three lines. The first line is generally an inch and a half, or two inches, below the top of the page. If the paper is not ruled the position should be the same.

Letters written in the third person are generally dated at the bottom. Social letters may be if it is preferred.

The parts of the heading should be separated by commas, and a period should be placed at the end of the heading, and after each abbreviation.

It is not customary to write *st*, *th*, or *d*, after the number denoting the day of the month, when the year is expressed; but when the latter is omitted, the letters should be used.

*The Introduction* consists of the *Name* and *Title* of the person written to, and his *Directions*; together with the complimentary greeting.

The name should be written plainly and in full. Courtesy requires that some title should be annexed, unless the person is a

member of the Society of Friends. The ordinary titles are *Miss*, *Mrs.*, *Mr.*, and *Esq.* A boy is addressed as *Master*. For the proper use of these and other titles, see classified list.

The directions comprise the name of town, county and state; or, if in the city, the number and street, city and state. The heading indicates the writer's postal address; while the introduction shows the postal address of the party written to. The complimentary phrase used in greeting or saluting the person addressed, should be suggested by our acquaintance or relationship, and by his official title. The common forms are *Sir*, *Miss*, or *Madam*, to strangers where great formality is required; while ordinarily *Dear Sir*, *Dear Miss*— or *Dear Madam*, are appropriate whether to a stranger or an acquaintance. To friends or relatives, *My Dear*, etc., or simply *Beloved*, *Darling*, etc.

The introduction sometimes consists of the salutatory greeting alone, in which case the address should be placed at the end of the letter, forming a part of the conclusion.

In *business letters* not official, the address is always written at the top.

In military and other *official business letters*, the address is sometimes written at the top, and sometimes at the bottom.

In ordinary letters to a stranger or slight acquaintance, the address should be at the top.

The address, if at the top, should be placed on the left of the first or second line below the date. It may occupy two or more lines, the first containing the *name and title alone*. (See specimen letters.)

The parts of the introductory address should be separated by a comma, and a period placed after each abbreviation, and at the end of the address.

The salutation may occupy a separate line, or be upon the same line as the commencement of the letter. It should begin near the margin, and should be followed by a comma, or, if the letter begins on the same line, by a comma and a dash.

The body of the letter is the communication itself, and should commence under the end of the introductory address.

A blank margin should be allowed on the left hand of each page.

The suggestion previously made, for thinking over beforehand, and noting down any important thought or fact, will be found

convenient for the proper arrangement and presentation of the substance of the communication.

The conclusion consists of the phrase of endearment, respect or courtesy, used at the end of a letter, together with the *signature* of the writer, and, when not included in the introduction, the *address* of the person written to.

As in the complimentary introduction or greeting, so in the complimentary close, the particular words used vary with the circumstances. The common forms suitable to all except *official* or very formal letters, are "Yours truly," "Yours respectfully," or "Sincerely yours." These may be emphasized by *very* as "Very truly yours," "Yours very respectfully," etc.

The signature should be written plainly, and, if the letters are of importance, should be written in full, so that with the heading the full address of the writer may be known. Many letters are detained by the Post Office Department, from stamps becoming detached, or for want of the proper postage, and other causes. These are opened at the Dead Letter Office, and if they contain the name and address of the writer are returned to him. If special request envelopes are used (see forms of superscription), they will be returned without being opened, the full name then being only of advantage to the person addressed.

In an *official* letter, the writer's designation is written after or below his name, and forms a part of the signature, thus:

JOHN W. ALLEN,

Corresponding Secretary.

The complimentary close should commence near the centre of the sheet on the next line after the end of the letter or communication, and may occupy one, two or three lines, the signature following on the next line.

If the address of the person written to has not formed a part of the introduction, it should commence at the marginal line on the next line below the signature.

The *Superscription* should be so written that the upper half of the envelope may receive the postmark without defacing the writing. The following models of superscription are given to show the prescribed etiquette, in the appearance of the Outside Address, the Address itself being the same as given in the letter:

**IX. THE ENVELOPE**

*Geo. A. Fox, Esq.,  
Chester,  
Jasper Co.,  
N. Y.*

*Mrs. Sarah Ewing,  
122 Marion Street,  
Wilmington,  
% Mrs. John Hart. Del.*

It will be observed in these forms different titles are used, the *directions* comprise town, county and state; city and state, with street and number; also to the care of another person.

If enclosing a letter of introduction, leave the envelope unsealed, and in the lower left-hand corner write the name of the person introduced.

*Messrs. Hart & Lee,  
44 Park Place,  
Introducing New York.  
Mr. Ray Law.*

If a letter is sent by a friend, the name of the bearer is also written in the lower left-hand corner.

Special request envelopes are those bearing the name and address of the writer, written or printed, with time specified for return if not delivered. They are not advertised or sent to the Dead Letter office.

Messrs. Day & Rose,  
Springfield,

Kindness of  
Mr. J. Horn. Mass.

X. POSTAL CARDS

Many of the formalities of letter writing are dispensed with in the use of Postal cards, and no special attention paid to style. The address or postal direction of the person for whom it is intended is all that is allowed upon the face, or upper side of the card. Upon the back, or reverse side, the communication is written. The place where written, and date, together with the signature, should always appear with the communication. The Postal card should never be used for matters of a specially important or private nature. The Postal Department makes no provision for its return, in case of non-delivery at the place of destination.

XI. THE PROPER USE OF TITLES

Titles of respect and courtesy are of universal application, and are usually employed in polite intercourse, unless superseded by some professional or official title. To omit them in addressing others (except members of the Society of Friends), betrays in any case a want of delicacy and refinement, and in some instances amounts to an actual rudeness.

The titles, *Mr.*, *Master*, *Mrs.*, and *Miss*, are always prefixed to the name; so also, when writing to two or more persons, are *Messrs.*, the plural for gentlemen; and *Mmes.*, the plural for ladies; *Esq.* is always suffixed. No two of these titles can be annexed to the same name; nor can they be used in connection with literary, professional, or military titles, excepting in the following instances. When writing to a clergyman, whose surname alone is known to us, we may write "*Rev. Mr. —*" the *Mr.* being in this case regarded as a substitute for the Christian name, and if a married man has a professional or literary title

prefixed to his name, *Mrs.* may be used before it to denote his wife, as "*Mrs. Dr. —*," "*Mrs. Secretary —*," "*Mrs. Senator —*," "*Mrs. Admiral —*."

The titles, *Sir*, *Gentlemen*, *Madam*, and *Ladies*, are always used without the name, as in the salutation of a letter.

The titles, *Mr.* and *Esq.*, are commonly used without much significance. There is, however, a wider application allowable to the former; as it may, with propriety, be applied to men of all classes, whether high or low; while the latter is most appropriately applied to persons of some prominence in society.

Two or more professional or literary titles may be annexed to one name, if one does not include or presuppose the other. Thus: "*Prof. —, A. M.*," "*Rev. Dr. —*," "*Rev. —, D.D., LL.D.*"

The title *Rev.* may be used before another professional title with *The* prefixed as "*The Rev. Dr. —*," "*The Rev. Prof. —*," "*The Rev. Father —*." The title *Rev.* should never be used before the surname. Either the Christian name should be given, as "*The Rev. John Brown*," or some other title should intervene, as in the above examples. If no scholastic title is applicable, *Mr.* may be used, as "*The Rev. Mr. Jones*."

When two or more titles follow a name, they should be written in the order in which they are supposed to have been conferred.

When titles or degrees applicable to the same person are the same in kind, only the most honorable is used. When they differ in kind, and but one is given, the most honorable is used; if all are given, they are placed in the order of their honor or precedence.

## XII. PRACTICAL HINTS

Use only white LETTER PAPER, or what is known as COMMERCIAL NOTE.

A half sheet is never in good taste, except in commercial form.

Use envelopes for letter paper of the same size as for commercial note—a little longer than the width of the paper, and of the same color.

All letters should be enclosed in envelopes.

Use only black ink.

Every letter should be carefully dated, and the signature written plainly.

Never form a sentence without particular care.

Be natural. Be original. Be brief and comprehensive.

Be careful in making quotations, that they are given correctly.

Avoid repetitions. Learn to write with power.

Adhere most scrupulously to truthful statements.

Write slowly—skill first, then rapidity.

Never write a letter in pencil.

Excellence is true beauty.

Be punctual in answering your correspondence.

In replying to a letter, notice and respond to each point in regular order.

When sending a letter requiring an answer upon your own special business, always enclose a stamp for return postage.

Keep copies of all important letters.

Avoid the use of foreign words and phrases, also vulgar language.

Treat an impertinent letter with silent contempt.

### XIII. MINOR POINTS

Give the proper address and date of writing at the head of every letter; never assume that your correspondent knows your address so well that it is unnecessary to repeat it.

Go straight to your main subject at once, whatever it may be; for therein is the charm of all good writing. Just observe how a clever "leader" in a newspaper arrests your attention by the very first line or certainly by the first paragraph.

Avoid postscripts, for they are ugly, old womanish, and, as a rule, unnecessary. Ladies are said to write long letters having no meaning, and to crush into a postscript the only matter of importance they have to communicate.

Long letters are more easily written than short ones, for condensation requires some exercise of skill. If you find it difficult to compress your thoughts, rewrite your letter, and with a little perseverance you will soon discover a great many *heres*, and *theres*, and *whiches*, and *whats*, and *ifs*, and *buts*, besides no end of superfluous adjectives, that encumber the sense, and render many things more "wonderful," "extraordinary," and "unparalleled," than they really are or ever will be.

Letters to be sent abroad should be written on thin French paper and enclosed in envelopes of a similar description.

Care must be taken in addressing letters to be sent to Europe. The word "*Esquire*" must not be used, because it is not generally understood and might be regarded as a surname.

Should you send letters to China, Cuba, or any hot climate, be careful not to use sealing wax, as it frequently melts in transit, causing much damage not only to your own packet, but also to others that may happen to be in the same mail-bag. The best fastening is gum, or the old-fashioned red wafer. If you must use wax, be careful to use only that which has been specially prepared for the purpose.

Be careful to put a stamp on the envelope at the top right-hand corner. Put it on neatly, not upside down nor in a slovenly manner. Do not wet it too much, or it will not adhere properly, and will probably come off.

When you have a number of postage stamps to put on, it is best to wet them with a camel's-hair brush dipped in water (not made too wet), as clerks in business houses have been known to suffer severely with a soreness of the tongue and lips after wetting stamps in quantities. The same will apply to dampening the adhesive matter of envelopes.

When writing to a stranger for information, or on business which only concerns your own interests, enclose a stamped envelope with your address on it. You have no right to tax another person's courtesy, or put him to the expense of postage.

Letters which pass between persons under engagement of marriage should be returned, by both parties, should anything happen to cause the engagement to be broken off.

Letters of a kind involving the character, or containing secrets of moment to others, should be destroyed. It is not just to preserve them, so that they may, by any chance, fall into strange hands.

A letter is the property of its writer. It is private and confidential, and should not be thoughtlessly exhibited to others. Of course you have no right to print a letter you have received.

Lastly, all letters should be replied to without delay.

WRITING FOR THE PRESS

Editors and printers would regard it a great favor if those who write for the press would observe the following rules:

1. Write with black ink, on white paper.
2. Make the pages small, one-fourth that of a foolscap sheet.
3. Write on one side of the sheet only.
4. Give to the written page an ample margin *all around*.
5. Number the papers in the order of their succession.
6. Write in plain, bold hand, with less respect to beauty.
7. Use no abbreviations which are not to appear in print.
8. Punctuate the manuscript as it should be printed.
9. For *italics* underscore one line, for SMALL CAPITALS, two; CAPITALS, three.
10. Never interline without the caret (^) to show its place.
11. Take special pains with every letter in proper names.
12. Review every word, to be sure that none is illegible.
13. Put directions to the printer at the top of the first page.
14. Never write a private letter to the editor on the printer's copy, but always on a separate sheet.

## THE ART OF SECRET WRITING

Cryptography, or the art of writing in secret characters, or in cipher, or with sympathetic ink, most certainly demands a description in a work of this character. Often in real life it may occur that very important information, necessary to be kept private and exclusive, can be conveyed by the method detailed below.

In every ordinary composition, for every 100 of the letter *z* used there are 200 of *x*, 400 of *k*, 800 of *b*, 1,500 of *c*, 4,000 each of *i*, *n*, *o* and *s*, 4,330 of *a*, 4,500 of *t*, and 6,000 of *e*.

A knowledge of this fact affords a key to what seems so mysterious to many—the facility with which some persons decipher secret writing. The least difficult kind of cipher writing consists in the substitution of arbitrary signs for the letters of the alphabet. When such a writing comes before us, it is only necessary to reflect that the chances are greatly in favor of the sign which occurs most frequently being the letter *e*; that *t*, *a*, *i*, *n*, *o* and *s*, are next to be looked for, and so on, till the fictitious alphabet is discovered. There are, however, other rules, also founded on the analysis of our language, which greatly facilitate the solution. Thus, *and*, *the*, *of*, &c., occur continually, and these can be readily detected. The discovery of a single letter or of a single word, of course, assists in the discovery of others. It is in this way that military dispatches, intercepted on the person of a courier, are deciphered, notwithstanding that they have been written in arbitrary signs.

Sometimes, however, in order to increase the difficulty of solution, a phrase is chosen, like "Liberty is the boon of every man," containing as many letters as the alphabet; *l* standing for *a*, *i* for *b*, and so on to the final *n*, which represents *z*. In this case, one letter answers in the cipher for several; *e*, for instance, standing indiscriminately for *d*, *l*, and *s*, while *o* stands for *n*, *o*, and *q*. A process of patient analysis, however, will further unravel the mystery. It will not be difficult to discover a few letters; these will show whether the key is a phrase or not, and,

if it proves to be a phrase, that phrase can soon be guessed. Expert writers in cipher, aware of the processes of unraveling cipher writing, seek to baffle investigation by omitting the prepositions, by inventing signs for terminations, and frequently by running words together. Even this sort of writing, difficult as it is to unravel, will yield at last to persevering analysis. Sometimes a Latin or a French phrase is selected for a key; sometimes two keys are used for the same composition; and sometimes the dispatch is written in a foreign language. But no cipher or ciphers have yet been invented which permanently defy investigation.

### THE LEGAL IMPORTANCE OF LETTERS

As a great many important transactions are carried on chiefly through the medium of letters, they have by custom become to be regarded as legal testimony; and, in disputed questions, either the originals of letters or their verbatim copies are received as unquestionable evidences of the facts to which they relate. It is essential, therefore, that copies of letters relating to important matters should always be taken; they should also be copied into a book kept expressly for that purpose, in their regular order, so that in the event of any letter being referred to, it may be done more readily, and also prove by the relative position it occupies in the book, as regards date, that it is the genuine copy of the letter sent as represented.

The posting or delivery of letters is another important feature in correspondence, and for this purpose a book should also be kept in which the letters so posted or delivered should be entered, with the signature of the person who charged himself with the delivery attached; by this means a double clue is furnished in the event of any question arising respecting the receipt of certain communications.

In communications of very great moment it is always better where practicable, to send the letter by hand, with instructions to the bearer to deliver it only to the person to whom it is addressed; under such circumstances the clearest and most straightforward evidence is furnished of the delivery of the letter.

The same degree of importance also attaches to letters received. These should be folded lengthwise, indorsed with the writer's name and address, and the date of receipt, and deposited in some place in such order that any particular letter may be referred to at a moment's notice.

## HOW TO WRITE SHORT STORIES OR BOOKS

The following remarks on elegance in epistolary composition may be of interest and lead to the diligent study of various authors as a means of enabling the student to compose short stories or books; for, whatever may be said to the contrary, every man's style is formed, to a great extent, by unconscious imitation.

Style has been termed "the dress of thoughts." We would rather it should be understood the thoughts themselves, arranged in a clear, connected manner. Elegance in style, then, is plainly an intelligible choice of words, selection of terms and manner of expression.

To obtain a correct style, diligently practice composition; that is to say, the correct and pleasing expression of your thoughts in words. I do not mean that you should begin by writing a speech, that comes at the end of your training; but learn first to frame a neat sentence in apt language. Indeed, when you have achieved this, you are almost at the end of your labor. Simple as it seems, here lies all the difficulty, words, sentences. "Who has not words?" you say; "who does not talk in sentences?" I answer by another question: "Who *does*?" Try it. You are, I believe, unpracticed as yet in composition, beyond the writing of a love letter in bad English, or verses in worse Latin. Take your pen and set down upon paper the first half-dozen reflections that come into your mind—no matter what the subject. Now read what you have written. First, examine the words. Do they embody precisely what you intended to say? Are they fit words, expressive words—in brief, the *right* words? You must confess that they are not. Some are altogether wrong; some are vague, some weak, some out of keeping with the subject, some slovenly, some too big, others too small; strong adjectives are used with feeble nouns; and do you not see how continually you use three words to clothe an idea which would have been far more effectively conveyed in one?

Then look at your sentences—how rude they are, how shapeless; how they dislocate the thoughts they are designed to em-

body, how they vex the tongue to speak, and grate upon the ear that listene! There is no music, no rhythm, no natural sequence of ideas, scarcely even grammatical accuracy. And mark how the sentences are thrown together without order, severing the chain of thought, this one having little connection with its predecessor, and none at all with its successor.

Are you now satisfied that composition is *an art*, to be learned by labor and self-training, and that it is not so easy as talking!

Being assured of this by experiment, you will probably feel more inclined to make the necessary exertions to acquire an art that must be the foundation of your studies in the art of writing, and after this manner you may proceed with your task.

Be content for a time with writing down the thoughts of others, and this for a special purpose that will presently be shown.

Take a writer of good English—Dickens, Irving, Thackeray—and read half a page twice or thrice; close the book and write in your own words what you have read; borrowing, nevertheless, from the author so much as you can remember. Compare what you have written with the original, sentence by sentence and word by word, and observe how far you have fallen short of the skillful author. You will thus not only find out your own faults, but you will take the measure of them and discover where they lie, and how they may be mended. Repeat the lesson with the same passages twice or thrice, if your memory is not filled with the words of the author, and observe at each trial the progress you have made, not merely by comparison with the original, but by comparison with the previous exercises. Do this day after day, changing your author for the purpose of varying your style, and continue to do so long after you have passed on to the second and more advanced stages of your training. Preserve all your exercises and occasionally compare the latest with the earliest, and so measure your progress periodically.

In the first lesson I pray you to give especial attention to the *words*, which, to my mind, are of greater importance than the sentences. Take your nouns first and compare them with the nouns used by the author. You will probably find your words to be very much bigger than his, more sounding, more far-fetched, more classical, or more poetical. All young writers and speakers fancy that they cannot sufficiently revel in fine words. Comparison with the great masters of English will rebuke this pomposity

of inexperience and chasten your aspirations after magniloquence. You will discover to your surprise that our best writers eschew big words and abhor fine words. Where there is a choice they prefer the pure, plain, simple English noun—the name by which the thing is known to all their countrymen, and which, therefore, is instantly understood by every audience. The great authors call a spade “a spade;” only small scribblers or penny-a-liners term it “an implement of husbandry.” If there is a choice of names, good writers prefer the homeliest, while you select the most uncommon, supposing that you have thus avoided vulgarity. The examples of the masters of the English tongue should teach you that commonness (if it may be allowed to coin a word to express that for which I can find no precise equivalent) and vulgarity are not the same in substance. Vulgarity is shown in assumption and affectation of language quite as much as in dress and manners, and it is never vulgar to be natural. Your object is to be understood. You will be required to address all sorts and conditions of men; to be successful you must write in a language that all classes of your countrymen can understand.

Then for the *sentences*. Look closely at their construction, comparing it with that of your author; I mean, note how you have put your words together. The best way to do this is to write two or three sentences from the book and interline your own sentences, word by word, as nearly as you can, and then you will discover what are your faults in the arrangement of your words. The placing of words is next in importance to the choice of them. The best writers preserve the natural order of thought. They sedulously shun obscurities and perplexities. They avoid long and involved sentences. Their rule is that one sentence should express one thought, and they will not venture on the introduction of two or three thoughts, if they can help it. Undoubtedly this is often extremely difficult—sometimes impossible. If you want to qualify an assertion, you must do so on the instant; but the rule should never be forgotten that a long and involved sentence is to be avoided wherever it is practicable to do so.

Another lesson you will doubtless learn in the comparison of your composition with that of your model author. You will see a wonderful number of *adjectives* in your own writing and very few in his. It is the besetting sin of young writers to indulge in adjectives, and precisely as a man gains in experience do his

adjectives diminish in number. The nouns are never left to speak for themselves. It is curious to take up any newspaper and read the paragraphs of news, especially if they are clipped from a provincial journal, or supplied by a penny-a-liner. You will rarely see a noun standing alone, without one or more adjectives prefixed. Be assured that this is a mistake. An adjective should never be used unless it is essential to correct description. As a general rule, adjectives add little strength to the noun they are set to prop, and the multiplication of them is always enfeebling. The vast majority of nouns convey to the mind a much more accurate picture of the thing they signify than you can possibly paint by attaching epithets to them. A river is not improved by being described as "flowing;" the sun by being called "the glorious orb of day;" the moon by the style "gentle;" or a hero by the term "gallant."

When you have repeated this lesson many times, and find that you can write with some approach to the purity of your author, you should attempt original composition. In the beginning it would be prudent, perhaps, to borrow the *ideas*, but to put them into your own language. The difficulty of this consists in the tendency of the mind to mistake memory for invention and thus unconsciously to copy the language as well as the thoughts of the author. The best way to avoid this is to translate poetry into prose; to take, for instance, a page of narrative in verse and relate the same story in plain prose. This will make you familiar with the art of composition, only to be acquired by practice; and the advantage, at this early stage of your education in the art of writing, of putting into proper language the thoughts of others rather than your own, is that you are better able to discover your faults. Your fatherly love for your own ideas is such that you are really incompetent to form a judgment of their worth, or of the correctness of the language in which they are embodied. The critics witness this hallucination every day. Books continually come to them, written by men who are not mad, who probably are sufficiently sensible in the ordinary business of life, who see clearly the faults of other books, who would have laughed aloud over the same pages if placed in their hands by another writer, but who, nevertheless, are utterly unable to recognize the absurdities of their own handiwork. The reader is surprised that any man of common intelligence could indite such a maze of non-

sense, where the right word is never to be found in the right place, and this with such utter unconsciousness of incapacity on the part of the author. Still more is he amazed that, even if a sensible man could so write, a sane man could read that composition in print and not with shame throw it into the fire. But the explanation is, that the writer knew what he *intended* to say; his mind is full of *that*, and he reads from the MS. or the type, not so much what is there set down, as what was already floating in his own mind. To criticize yourself you must, to some extent, forget yourself. This is impracticable to many persons, and, lest it may be so with you, I advise you to begin by putting the thoughts of others into your own language before you attempt to give formal expression to your own thoughts.

## **BUSINESS LETTERS**

Business letters should be written plainly, with the utmost clearness, and should be expressive of no sentiments other than the nature of the business demands. Matters of a social or domestic nature are very rarely inserted, and whenever made use of should follow the signature as a note, or written on a separate sheet of paper.

Brevity and conciseness are especially important, yet words essential to the grammatical accuracy should not be omitted. Expression of kind wishes or other courtesy should be observed when circumstances require them.

The newest thing in modern letter writing is to make a separate letter for each subject; or, in the case of many departments or divisions on one subject, to use center headings set off by a space above and below. This course will stamp the writer as a careful, thorough business man, and will save much time and annoyance to concerns that have their business divided into departments.

The heading of a business letter should contain the name, business, and address of the writer or firm, and the date; all of which is usually printed or engraved, except the date.

If it is necessary to write the heading, it should be placed in the left-hand center corner of the paper, about one-half inch from the top. The date, however, in all letters, should be placed at the right.

Too much attention cannot be given to thoroughness in business letter writing. Do not leave out a single detail necessary to the complete understanding of the subject. Do not forget dignity of language, and, above all, be prompt with replies.

### **I. BUSINESS SALUTATIONS**

A firm name consisting of two or more names of individuals should be preceded by the word Messrs., as:

*Messrs. Haight, Heckel and Holt,  
25 West Broadway, New York City.*

*Gentlemen:*

If a corporation or a company, the final word should not be abbreviated, nor the prefix "Tho" used unless it is known to be a part of the firm name, as:

*Educational Publishing Company,  
25 Tenth Street, New York City.*

*Gentlemen:*

If an individual, the name should be preceded by "Mr.," and the salutation should be "Dear Sir:" as,

*Mr. James Pinkerton,  
5 Montgomery Street,  
Jersey City, N. J.*

*Dear Sir:*

If addressing a lawyer the "Mr." should be omitted and "Esq." added, as:

*John T. Romeyn, Esq.,  
Chicago, Ill.*

*Dear Sir:*

If addressing a Member of Congress or a Judge the following is proper:

*Hon. James Coxington,  
Washington, D. C.*

*Honorable Sir:*

A minister should be addressed thus:

*Rev. James Cloud,  
Bancroft, Mass.*

*Reverend Sir:*

When a letter requires the special attention of a certain individual, or member of the firm addressed, one of the following forms may be used:

*Messrs. Jones & Hillman,  
Montgomery, Ala.*

*Mr. F. A. Jones, Manager.*

*Dear Sir:*

*Search Publishing Company,  
23 New Street, Chicago, Ill.*

(Attention of Mr. Furness.)

Gentlemen:

## II. THE BODY OF THE BUSINESS LETTER

If the letter is to be a short one, make the lines narrow, leaving wide margins on both sides of the writing. Spaces between the lines should be liberal and uniform. An extra space is sometimes placed between paragraphs, but this is not necessary unless spaces are entirely omitted between the lines of the paragraph.

The second and succeeding pages of a letter should be written on plain paper, and the initials of the writer and the addressee, together with the number of the page, placed at the top left side.

Affixes st, rd, th, nd, are seldom used after figures, except when followed by such words as "instant," "ultimo," or "proximo," as "Replying to yours of the 20th inst."

*Instant* (inst.) means the present month.

*Ultimo* (ult.) means last month.

*Proximo* (prox.) means the coming month.

Abbreviations should not be used freely. The following are the only permissible words:

Inst., ult., prox., No. (number when preceding figures), o. h., c. o. d., Rev., Prof. (when followed by name), and Hon.

The closing sentence should begin a new paragraph, and should be followed by a comma, as:

"Awaiting an early reply,"

## III. THE CONCLUSION

The following may be used in closing, varied to suit the conditions:

Cordially yours,  
Sincerely yours,  
Respectfully yours,  
Faithfully yours,  
Truly yours,  
Very truly yours,  
Very respectfully yours,

Yours truly,  
Yours respectfully,  
Yours very truly,  
Yours very respectfully,

Do not omit the word "yours," as: "Very truly," "Very sincerely," etc.

Do not close with "Yours, &c."

Do not use a complimentary close in letters having no salutation, as letters of recommendation, reports, etc.

Do not use the word "remain" in the complimentary close unless you have had previous correspondence with the addressee.

#### IV. THE SIGNATURE

When a partnership firm name is signed by a member of the firm, the initials of the writer should be placed under, and to the right side of, the signature.

When a corporation title is used, the writer should place his name and title under the firm name, as in Form 2.

#### V. ADDRESSING THE ENVELOPE

The name should be placed in the middle of the envelope.

Each of the succeeding lines should begin a little farther to the right.

The street and number should occupy a line exclusively, as should also the name of the city or town, and the State.

If the town is small and unimportant, the county should be added, at the bottom left, as in the following form:

*Mr. John C. Hartley,  
3245 Nineteenth Street,  
Cleveland,  
Cleveland County, Ohio.*

## VI. BUSINESS LAWS

It is not legally necessary to say on a note, "For value received."

A note drawn on Sunday is void.

A note obtained by fraud, or from a person in a state of intoxication, cannot be collected.

If a note be lost or stolen, it does not release the maker; he must pay it.

An indorser of a note is exempt from liability if not served with notice of its dishonor within twenty-four hours of its non-payment.

A note given by a minor is void.

Notes bear interest only when so stated.

Principals are responsible for the acts of their agents.

Each individual in a partnership is responsible for the whole amount of the debts of the firm.

Ignorance of the law excuses no one.

It is fraud to conceal a fraud.

The law compels no one to do impossibilities.

An agreement without consideration is void.

Signatures made with a lead pencil are good in law.

A receipt for money paid is not legally conclusive.

The acts of one partner bind all the others.

Contracts made on Sunday cannot be enforced.

A contract made with a minor is void.

A contract made with a lunatic is void.

Never fail to take a receipt for money paid, and keep copies of your letters.

Do your business promptly, and hore not a business man with long visits.

Law is a trade in which the lawyers eat the oysters and leave the clients the shells.

Caution is the father of security.

He who pays before-hand is served behind-hand.

If you would know the value of a dollar try to borrow one.

No man can be successful who neglects his business.

Do not waste time in useless regrets over losses.

Systematize your business and keep an eye on little expenses.

Small leaks sink great ships.

An hour of triumph comes at last to those who watch and wait.

Word by word Webster's big Dictionary was made.

Speak well of your friends—of your enemies say nothing.

If you put your servants upon your affairs they will one day rend you.

Be silent when a fool talks.

Give a foolish talker rope enough and he will hang himself.

Never speak boastingly of your business.

Rothschild, the founder of the world-renowned house of Rothschild & Co., ascribed his success to the following:

Never have anything to do with an unlucky man.

Be cautious and bold.

Make a bargain at once.

**1. Without Printed Letterhead**

R. A. HILLIARD,  
TINSMITH & PLUMBER,  
NEW HAVEN, CONN.

January 30, 19—.

MR. JAMES FERGUSON,  
New Haven, Conn.

DEAR SIR:—In reply to your request of the 29th inst. for two No. 24 Goss Valves for your heater, I beg to inform you that the order for these parts has gone forward, and that as soon as I receive them I will lose no time in making the installation.

Thanking you for the order, I remain

Very sincerely yours,  
A. B. GINNEY.

**2. Printing Order, Showing Department Heading**

ELITE PRINTING COMPANY,  
142 Jane Street, Chicago, Ill.

GENTLEMEN:

We are sending to-day by Parcels Post Ms. for Rathhorne's

"History of Ancient Greece," which please proceed to set and print, to the following specifications:

#### TYPESSETTING

Set in ten point, any modern face, with two-point lead. Size of page, 23 x 37 picas. Footnotes in eight point, leaded one point. Send two sets of galley proofs, on return of which we will give paging instruction.

#### PRESSWORK

Run one thousand copies from the type, after which lay same away until we can decide if a second edition will be necessary. Great care should be exercised as to uniformity of color and register.

#### BINDING

Bind five hundred in half leather, with gilt tops, and five hundred in red cloth. Dies will be forwarded in a day or two.

#### PACKING AND SHIPPING

Pack in cases of one hundred each and ship to our address as above.

Trusting this order will receive your prompt attention, we remain

Very sincerely yours,

PATRIOTIC PUBLISHING COMPANY,

By.....,

President.

#### 3. Ordering Books from a Publisher

DES MOINES, IOWA, May 4, 19—.

J. D. AMMON & Co.,  
150 William Street,  
New York City.

Gentlemen:

Please forward to me, by express, the following books, for

which I enclose money order for \$3.70, 25c. of which amount I have allowed for express charges:

6 Jaeger's Copy Books . . . . .	\$ .60
1 No. 23 Reader . . . . .	1.00
1 Standard Arithmetic . . . . .	.25
1 Standard Atlas with Maps . . . . .	.30
1 Foss Geography, Revised . . . . .	1.00
1 Dick's Grammar . . . . .	.30
	<hr/>
	\$3.45

Requesting your prompt attention,

Yours very truly,  
HAROLD B. DEERING.

**4. Request for Catalog**

LITTLESTOWN, MD., May 23, 19—.

DUGGAN HARDWARE COMPANY,  
325 Reade Street, New York City.

Gentlemen:

Will you please forward to me a catalog of your complete line, and any other literature issued by your firm bearing upon the hardware business. I am buying most of my stock in Philadelphia, but will be pleased to give you a part of my business if the quality of your goods and the prices offer any material advantages over the firms I am now dealing with.

Thanking you for your prompt attention,

Very sincerely yours,  
JAMES B. DENNIS.

**5. Reply, Catalog Having Been Sent**

MR. JAMES B. DENNIS,  
Littlestown, Md.

Dear Sir:

We send you by to-day's mail, under separate cover, our General Catalog, together with a recent supplement, and various circulars describing specialties. We trust our prices will interest

you, and do not hesitate to assure you that the service and the quality of our goods will meet with your entire approval.

Awaiting your commands, we beg to remain

Yours very truly,

DUGGAN HARDWARE COMPANY.

By.....,  
President.

#### 6. Request for Price List

KALAMAZOO, MICH., May 12, 19—.

MESSRS. HOOL & LEE,  
Broadway, New York.

*Gentlemen:*—I have recently leased a store in this place, which I am at present fitting up and stocking with a full line of General Hardware and Sporting Goods. Please oblige me with your price list and best terms, at your earliest convenience.

I am respectfully yours,

A. J. SULLMAN.

#### 7. Reply, Enclosing Same

NEW YORK, May 18, 19—.

A. J. SULLMAN, ESQ.,  
Kalamazoo, Mich.

*Dear Sir:*—Yours of the 12th inst. received. We enclose price list with terms marked against the several lines. We believe you can make a satisfactory selection from our stock, and would like you to examine it if you can find it convenient to do so. If not, we shall endeavor to fill any order with which you may favor us, agreeable with instructions. We shall require Bank Draft on New York for the amount of the order, or good reference.

We are, respectfully,

HOOL & LEE.

#### 8. Ordering Goods

KALAMAZOO, MICH., May 21, 19—.

MESSRS. HOOL & LEE,  
Broadway, New York.

*Gentlemen:*—Your favor of the 18th inst. with price list received. I am unable at present to come to New York for the

selection of my stock, and believe it unnecessary, as I am quite willing to leave the selection to yourselves. I enclose order, to which you will please give your earliest attention, and forward with as little delay as possible, as per shipping directions attached. Send only choice goods, and draw at pleasure, allowing cash discounts. I beg to refer you to K. B. Olson & Co., J. B. Smith & Co., and Rudolph, Brown & Co.

Yours very truly,  
A. J. SULLMAN.

9. **Business Request of a Friend**

DAYTON, OHIO, June 9, 19—.

JAMES SMITH, Esq.,  
Sheboygan, Wis.

*My Dear James:*—Entertaining an idea of immigrating to Madison, Wis., and there conducting a business similar to your own, I take the liberty of an old friend in asking your opinion on that location for the trade, and shall gratefully acknowledge any information you can give me as to the business being done in that section at the present time.

Will you also oblige me with your views as to the expediency of a further consideration of this subject.

With best wishes, I remain

Sincerely yours,  
H. L. WILLIAMS.

10. **Inquiry Concerning Shipment**

PORT WASHINGTON, WIS., Aug. 30, 19—.

GEO. ROOT, Esq.,  
Galveston, Texas.

*Dear Sir:* I have a large quantity of apples that I would like to place in the hands of a good Commission Merchant in your city. Would you be kind enough to give my address to some good party, directing them to report present state of the market, and advise what expense attends the handling of the fruit after arrival?

Thanking you, I am

Yours very truly,  
H. F. MAGINN.

**11. Answer to the Foregoing**

GALVESTON, TEXAS, Sept. 2, 19—.

H. F. MAGINN, Esq.,  
Port Washington, Wis.

*Dear Sir:*—Your favor of the 30th ult. received, and we have handed the same to Messrs. Goodman & Co., requesting them to respond to your inquiries. They have a good reputation as commission dealers, and will, I think, give satisfaction.

I am yours truly,  
GEO. ROOT.

**12. Commission Merchant Soliciting Consignments**

GALVESTON, TEXAS, Sept. 15, 19—.

H. F. MAGINN, Esq.,  
Port Washington, Wis.

*Dear Sir:*—Mr. Root handed us your letter of the 30th ult., in which you ask the market report on apples, also expenses attending them, to which we reply:—

Greenings are offered at from \$2.25 to \$2.75 per harrel, hand picked and carefully packed.

Our commission is five per cent. on sales: the usual charges for carting from boat to store, and labor hire in store, amounting to six cents per harrel, are additional.

We should be pleased to hear from you further, and will try and make satisfactory sales should you entrust us with your shipments.

Very sincerely yours,  
GOODMAN & Co.

**13. Shipment of Apples on Commission**

PORT WASHINGTON, WIS., Sept. 30, 19—.

MESSRS. GOODMAN & Co.,  
Galveston, Texas.

*Gentlemen:*—Your favor of the 15th inst. received. I have today shipped to your consignment two hundred barrels of apples (greenings) by C. B. & Q. R. R., due in your city, at their pier, on the 2d prox.

Please take them in charge, and sell to the best advantage, holding proceeds subject to my order.

Advise me upon receipt of fruit.

Very truly yours,

H. F. MAGINN.

**14. Acknowledging Receipt of Consignment**

GALVESTON, TEXAS, Oct. 2, 19—.

H. F. MAGINN, Esq.,

Port Washington, Wis.

*Dear Sir:*—We have your favor of the 30th ult. notifying us of shipment of 200 barrels apples by C. B. & Q. R. R. The fruit arrived in good order, and is now in store. Have several barrels opened, quality and packing satisfactory. We will forward account of sales as soon as closed out. We remain

Yours very truly,

GOODMAN & Co.

**15. Recommending Successors on Retiring from Business**

FRANKFORT, CONN., July 9, 19—.

MESSRS. GUENTHER & Co.,

Detroit, Mich.

*Gentlemen:*—It is with some feelings of regret that we announce to our friends the relinquishment of our interest in this business with the expiration of the next month. Our stock and premises will be at that time (September 1, 19—) transferred to Messrs. Jones & Co., whom we cheerfully present to your notice, and feel it our duty to recommend them for a continuance of your confidence. The members of this firm, having been clerks with us for several years past, are in every way efficient and capable of continuing the business.

Yours very truly,

HARRY F. THORN & Co.

**16. Letter from a Commercial Traveler**

STANTON HOUSE,

MILWAUKEE, WIS., Aug. 29, 19—.

MESSRS. KAVANAUGH & Co.,

New York, N. Y.

*Gentlemen:*—I arrived from Los Angeles yesterday, after a

somewhat disagreeable ride, the weather having been extremely hot, and the roads very dusty.

I have called upon some of the trade, and, judging from the low stock of goods in their hands, I shall take some large orders. There is a better feeling among the lending houses than I expected.

I called upon Messrs. A. J. K. & Co., agreeable with your instructions, but was not favorably impressed with them, their store and stock having a very slack appearance, and showing a loose way of doing business. I could not learn of their doing the amount of business represented, nor could I obtain satisfactory information as to their standing. I should hesitate filling their orders without a guarantee.

You will recall my writing you concerning Lee & Co., while upon a previous trip. Any doubts concerning them that then existed are now dispelled. I find them doing a good cash trade, and in the confidence of some of the best houses here. I believe them safe for any reasonable amount.

Our new goods are appreciated, and orders exceeding my anticipations have already been taken. Shall leave for Cincinnati on the 31st inst. In the meantime shall keep you informed of what is done here.

Very respectfully yours,  
HENRY M. CLARK.

#### 17. Proposal to Open a Business Account

QUINCY, ILL., Aug. 24, 19—.

GEO. WILLIAMS & Co.,  
Chicago, Ill.

*Gentlemen:*—Our business interests having so much surpassed our anticipations, we feel justified in enlarging our accommodations, that we may better meet the demands upon us, and, if it is agreeable to yourselves, should be pleased to open an account with your house. We shall not ask a credit of more than one thousand dollars, and, if you feel willing to make this arrangement with us, our Mr. James will meet you and furnish any information you may ask regarding the condition of our affairs.

Very truly yours,  
JAMES & CLARK.

18. Answer to the Foregoing

CHICAGO, ILL., Aug. 30, 19—.

MESSEES. JAMES & CLARK,  
Quincy, Ill.

*Gentlemen:*—Your favor of the 24th instant received. We should be pleased to meet your Mr. James, and if his statement is approved we shall be happy to grant you the credit named, and serve you as satisfactorily as we have heretofore endeavored to in our cash transactions.

Yours very truly,  
GEO. WILLIAMS & Co.

19. Inquiry as to Responsibility

SPRINGFIELD, ILL., April 10, 19—.

MR. FRED E. PARKS,  
LaCrosse, Wis.

*Dear Sir:*—You will oblige me by stating if Mr. Chas. Snow, of the firm of C. Snow & Co., of Milwaukee, Wis., is known to you and deserving of credit.

Thanking you in advance for your attention, we are  
Very truly yours,  
EARLY BROS.

20. Answer to the Foregoing

LACROSSE, WIS., April 13, 19—.

EARLY BROS.,  
Springfield, Ill.

*Gentlemen:*—Yours of the 10th inst. received, and I am pleased to report Mr. Snow an old acquaintance, and entirely worthy of any trust you may place in him.

Very truly yours,  
FRED E. PARKS.

21. Another Inquiry as to Responsibility

DECATUR, ILL., Jan. 5, 19—.

JOHN BROWN, ESQ.,  
Chicago, Ill.

*Dear Sir:*—We are requested by Mr. Frank Whittaker to apply to you for information as to his standing and responsibility com-

mercianly. He is about entering business relations with us, and your prompt reply will greatly oblige,

Respectfully yours,  
DAVIS BROS.

## 22. Requesting Settlement of an Account

BUFFALO, N. Y., Dec. 12, 19—.

GEO. ELLIS, Esq.,  
Toledo, Ohio.

*Dear Sir:*—We have, for several days past, been looking for a remittance from you, covering your March account, and as the necessity of meeting our own engagements punctually is ever before us, we are obliged to remind you that prompt payments are requisite and indispensable to our credit system.

Respectfully yours,  
JAMES WALSH & Co.

## 23. Apologizing for Delay in Payment

TOLEDO, OHIO, Dec. 15, 19—.

JAMES WALSH & Co.,  
Buffalo, N. Y.

*Gentlemen:*—I regret extremely my delay in meeting promptly the payment of March bills, and can only excuse myself on the ground of business depression and consequent difficulty in making collections. I herewith enclose, in part payment of account named, a check for one hundred dollars (\$100), which please pass to my credit. The balance I shall try to remit by the 25th inst.

Yours very truly,  
GEO. ELLIS.

## 24. Calling Attention to an Error in Invoice

GRAND RAPIDS, MICH., June 10, 19—.

DEAN PAPER COMPANY,  
Philadelphia, Pa.

*Gentlemen:*—We call your attention to an error in the extension of items in your last invoice, by which we are charged with \$60.00 more than the invoice actually amounts to. Please correct same and oblige,

Yours very truly,  
CHAS. PECK.

25. Answer to the Foregoing

PHILADELPHIA, PA., June 12, 19—.

CHAS. PECK, Esq.,

Grand Rapids, Mich.

*Dear Sir:*—We find the amount charged in your account correct, and believe the error must have occurred in taking off items from the Invoice Book. Enclosed we hand you a correct invoice, and beg your indulgence for any seeming negligence.

Very truly yours,

DEAN PAPER Co.

26. An Urgent Request for Payment

CONCORN, N. H., Dec. 10, 19—.

MESSES. CLARK & BASSETT,

Lancaster, Pa.

*Gentlemen:*—Being greatly disappointed at your neglect in settling our account agreeable to promise, we are compelled to say the margin on the goods sold you will not admit of longer credit than has been allowed.

We regret inconveniencing you, but shall have to make draft by the 20th inst. for amount of statement rendered.

Very truly yours,

WARN & WOOD.

27. Another More Pressing

CHICAGO, ILL., Jan. 8, 19—.

JOHN JOHNSON, Esq.,

New York.

*Dear Sir:*—Herewith enclosed find statement of account to date, showing balance of four hundred and twelve dollars (\$412) in our favor, which you will see averages between thirty and ninety days. Having large payments to meet by the 15th inst. necessitates our urging greater promptness on your part in making remittance, and we trust you can favor us with settlement in full, or the greater part of the account by that date.

Yours very truly,

EVENS & MORSE.

**28. Reply to the Foregoing**

NEW YORK, Jan. 16, 19—.

MESSRS. EVENS & MORSE,  
Chicago, Ill.

*Gentlemen:*—Yours of the 8th inst. received, with statement of account. I regret not being able to make full settlement, but with this hand you my check for two hundred and twelve dollars (\$212) on account, which please place to my credit.

Yours very truly,  
JOHN JOHNSON.**29. Delaying Payment of Account**

BURLINGTON, IOWA, Feb. 9, 19—.

MESSRS. MARSH BROS.,  
Keokuk, Iowa.

*Gentlemen:*—I received yours of the 4th inst. with enclosures, and note your remarks. I am compelled to defer settlement of the account until the latter part of the month, not doubting that I shall at that time be in a condition to meet your draft or to make remittance.

Very sincerely yours,  
JOHN DAVIS.

## **BUSINESS LETTERS OF INTRODUCTION**

A business letter of introduction is a letter by which persons are made known to each other for business purposes only. Like other business letters they should be brief and to the point. They are usually presented personally, and necessitate no social obligations.

### **1. Introducing a Bookkeeper**

DETROIT, MICH., Aug. 3, 19—.

MR. WM. LEVY,  
Chicago, Ill.

*Dear Sir:*—It gives me great pleasure to introduce to you the bearer, Mr. Andrew Johnston, who visits your city for the purpose of seeking employment as a bookkeeper. He is a young man of good character, strict integrity, and superior ability, and is entirely worthy of your confidence. I shall esteem it a personal favor if you will use your influence in his behalf.

Very truly yours,  
H. F. MAGINN.

### **2. Introducing a Clerk**

KALAMAZOO, MICH., May 12, 19—.

MR. H. M. HOOL, Esq.,  
Broadway, New York.

*My Dear Mr. Hool:* I take the liberty of an old friend in bringing to your acquaintance the bearer, Mr. Williams, and in soliciting your influence for him in his endeavor to find employment in your city. He has been in my office for several years past, and it gives me pleasure to say that he has proved himself eminently trustworthy and capable. I hope it will be in your power to secure for him a favorable engagement.

With best wishes, I remain

Very sincerely yours,  
JAMES M. LEE.

**3. Introduction Previous to Opening an Account**

NEW YORK, May 18, 19—.

A. J. SULLMAN & Co.,  
Kalamazoo, Mich.

*Gentlemen:*—By this I have the pleasure of introducing to you Mr. S. N. Adams, of the firm of Clark & Adams, this city, with whom I have had an extended acquaintance. They are gentlemen of integrity, and I believe in every way reliable, and, should they open business relations with you, I trust may have the advantage of your best terms.

Yours very truly,  
S. E. EDWARDS.

**4. Introducing a Friend Seeking an Appointment of a Member of Congress**

GALVESTON, TEXAS, Sept. 2, 19—.

HON. Q. R. MILLS,  
Washington, D. C.

*Dear Sir:*—Allow me to make known to you the bearer, Mr. John Adams. He is desirous of conferring with you in reference to an appointment. Any advice or assistance you may be able to extend to him will be gratefully acknowledged by

Yours very truly,  
H. F. MAGINN.

**5. Introducing a Literary Friend to Publishers**

KALAMAZOO, MICH., May 21, 19—.

MESSES. HOOL & LEE,  
Broadway, New York.

*Gentlemen:*—The bearer, Mr. Chas. Jones, I commend to your favorable consideration. He has several manuscripts ready for publication, upon which he would like your opinion, and which, doubtless, you will find deserving of your attention. My past acquaintance with you justifies me in the belief you may come to an understanding of mutual pleasure and benefit.

I am, respectfully yours,  
A. M. JOSEPH.

6. Introducing a Clerk for Commercial Advice

DAYTON, OHIO, June 9, 19—.

JAMES SMITH, Esq.,  
Sheboygan, Wis.

*Gentlemen:*—I have taken the liberty of introducing the bearer, Mr. A. J. Smith, to you, and recommend him to apply to you if in need of advice or information. He visits your city in my interest, and should he require any service that you may be able to render him, I shall be grateful for the kindness.

Thanking you, I remain

Very truly yours,  
L. O. SULLIVAN.

**LETTERS OF CREDIT**

A Letter of Credit is one in which the writer's character or reputation procures or entitles trust to be given to another for a certain amount, within a given time, promising to be responsible for the same if the person receiving credit fails to make payment.

The signature of the person receiving the credit should be appended at the lower left-hand side, to better identify the person named in the letter. A letter of introduction and a letter of credit are frequently combined.

**1. Letter of Credit**

FRANKFORT, CONN., July 9, 19—.

MR. H. GUENTHER,  
Detroit, Mich.

*Dear Sir:*—Please allow Mr. A. Wood a credit for such elections as he may make, to an account not exceeding five hundred dollars (\$500), for two months. I will become responsible for the payment of the same, should Mr. Wood neglect to do so at the proper time. Please inform me of the amount for which you give him credit, with date when it becomes due; also, in default of payment, forward notice immediately.

Yours very truly,

Mr. Wood's signature,  
A. WOOD.

HARRY F. THORN.

**2. Letters of Introduction and Credit**

DES MOINES, IOWA, May 4, 19—.

MR. HERMAN MEHERLEY,  
Chicago, Ill.

*Dear Sir:*—I beg leave to introduce to you the bearer, Mr. T. O. Gatee, of the firm of Gatee Bros. & Co., this city. He is visiting Chicago for the purpose of purchasing fruits for canning, and although not expecting to be in want of funds, should such an exigency arise, we will thank you to accommodate him on our

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account, to the extent of three or four thousand dollars (\$3,000 or \$4,000), drawing upon us at short sight for your advances We append Mr. Gates' signature.

Yours very truly,  
A. J. SULLMAN.

Mr. Gates' signature,  
T. O. GATES.

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**LETTERS OF APPLICATION**

A Letter of Application is one in which the writer solicits employment. It being the means of representing one's abilities, and the making of a favorable impression, the writer should use extra care in its construction and penmanship, as the letter itself often decides the writer's fitness for the position applied for. If answering an advertisement, the name of the paper in which the advertisement appeared should be mentioned, and whenever the advertisement itself can be used, the same should be neatly pasted to the sheet upon which the application is written, the proper place being at the head of the sheet.

The applicant may state what advantages he has enjoyed, and express his intention of honestly endeavoring to perform the duties required, but should make no mention of his character or qualifications. These should be learned from his testimonials or references. It is best to enclose a copy of any testimonials we have, marking them as such; then, if any interview is requested, the originals should be shown.

The importance of promptly dispatching an application soon after hearing of the position, or reading the advertisement, is very evident and sufficiently suggestive when it is considered how many others, seeing or hearing of the same, are also likely to be applicants.

**1. Application of an Office Boy**

**WANTED.**—A boy to do office work, must reside with his parents, and come well recommended, salary \$3 per week; address in own handwriting; A. J. S., P. O. Box 1234.

50 OAK STREET,  
CHICAGO, ILL., May 1, 19—.

A. J. S.,  
P. O. Box 1234, Chicago.

*Sir:*—I respectfully apply for the position advertised in to-day's *Globe*. I am fifteen years old, reside with my parents, and

refer you to W. D. Wells, 400 Market Street, from whom I received the enclosed testimonial.

Yours truly,  
WILLIAM HAYDEN.

2. Application for Clerkship

TOLEDO, OHIO, Dec. 15, 19—.

JAMES WALSH, Esq.,  
Toledo, Ohio.

*Gentlemen:*—Hearing through a friend (Mr. Simpson) of the vacancy of the position of shipping clerk in your house, I take the liberty of making application for the same. I have had but little mercantile experience, yet I am not entirely unacquainted with business customs, having often assisted in my cousin's store in this city. I am eighteen years of age, and have relatives in this city with whom I make my home.

For information as to my character, please enquire of S. Lawrence, Esq., and C. Hamill, Esq., both of this city.

Very truly yours,  
J. H. MONROE.

3. Application of a Commercial Traveler

**WANTED.**—A good traveler, for a manufacturing and jobbing hosiery works in Philadelphia. Answer must state age, experience and references. Address Hosiery, *Sun* Office.

PHILADELPHIA, Jan. 17, 19—.

“HOSIERY,”

*Sun* Office, Philadelphia.

*Gentlemen:*—In reply to your advertisement in the *Sun* of today, a copy of which is attached hereto, I most respectfully ask your consideration of the enclosed testimonial from my late employer. My connection with this gentleman was severed by financial difficulties, caused by the present business depression. I am conversant with commercial traveling, and fully acquainted with the jobbing and retail drygoods trade of both city and country, and believe I am on such terms with them as would enable me to secure a liberal patronage. I am thirty-five years of age, capable and willing to withstand the fatigues of the road, and, if we

enter upon an engagement, no effort shall be wanting on my part to merit your confidence and esteem. Believe me,

Very truly yours,

GEO. ELLIS.

#### 4. Application of a Bookkeeper

**WANTED** a bookkeeper, competent to take charge of a set of double entry books, and to assist with correspondence. Only those need apply who can furnish unexceptional reference as to character and ability. Address S. & B., Quincy, Ill.

20 WABASH AVE.,  
CHICAGO, ILL., Aug. 4, 19—.

MESSRS. S. & B.,  
Quincy, Ill.

*Gentlemen:*—In reference to the above advertisement, which appeared in to-day's *Reporter*, I respectfully offer my services. I am at present bookkeeper with Messrs. Crawford & Co., but desire advancement. I am perfectly familiar with the duties of the position applied for, and am at liberty to refer you to my present employers, who will, I think, satisfactorily answer any questions as to my character and qualifications.

Very respectfully,  
J. M. SMITH.

#### 5. Application of a Salesman and Collector

90 MAY STREET,  
BURLINGTON, IOWA, Feb. 9, 19—.

MESSRS. MARSH BROS.,  
Burlington, Iowa.

*Gentlemen:*—I am recommended by Mr. Chas. Lynn to apply to you for the position of salesman and collector, recently occupied by him in your warehouse.

I am twenty-three years of age, and reside with my uncle in this city, who will give bonds for me if required. I have had some experience in your line of business, and should be pleased to have a trial with you, if preferable, previous to a permanent engagement. I am at liberty to refer to Messrs. J. Olson & Co.,

Hatters, 123 Bond Street; also to J. M. Williams & Co., Clothiers,  
46 First Street, Milwaukee, Wis.

Very respectfully,  
HARRY WARD.

**6. Application of a Gardener**

SPRINGFIELD, ILL., April 10, 19—.

MR. FRED E. PARKS,  
LaCrosse, Wis.

Sir:—I have to-day learned that you wish to secure the services of a competent gardener, and being at present without a permanent engagement, I would be pleased to have you examine the enclosed copies of testimonials of gentlemen by whom I have been employed.

I have had extended experience in the care of private grounds, and am acquainted with the management of the greenhouse and hothouse; also with the growth and culture of fruits and vegetables.

I am married and have a small family, which I should prefer to have with me; but would enter upon such an arrangement as would prove satisfactory to you, should you entertain this application.

Yours very respectfully,  
JAMES WALSH.

**7. Application of a Coachman**

WANTED A respectable young man, of good address, as coachman. Must thoroughly understand his business, and have first-class references for honesty, sobriety and capacity. Address Competent, Box 20, *Star* up-town office, No. 1234 Broadway.

NEW YORK, Jan. 16, 19—.

"COMPETENT,"

Box 20, *Star* up-town office,  
No. 1234 Broadway, New York.

From to-day's *Star* I take the above advertisement, and respectfully apply for the situation. I am a single man, thirty years of age, and have had considerable experience in the care and driving of horses. I am well acquainted with the drivers at Saratoga and

Newport, besides being familiar with all the streets. I am permitted to refer you to

Chas. M. Rosenfeld, Esq., No. — Fifth Ave.; A. Derr, Esq., No. — Forty-fourth St.; Mrs. A. J. Mikal, No. — Park Ave.

Yours very respectfully,

HENRY CLARKSON,

No. — Bank St.

### 8. Application of Man and Wife for Farm and Housework

**WANTED**—A man and woman (married or single), to go a short distance in the country. Man to do farm work and take care of stock. Woman for general housework, must be a good washer and ironer. Address M. C., Chicago, Ill.

DECATUR, ILL., Jan. 8, 19—.

M. C.,  
Chicago, Ill.

In answer to the above advertisement, which appeared in today's *Times* (Chicago), I should like to secure the situation for myself and wife, if the location is a healthful one and the wages satisfactory. I understand farming and the care of stock, and my wife is a good housekeeper and laundress. We can supply testimonials if you desire them. A line addressed as below will receive prompt attention.

Yours respectfully,

EDWARD CLARK.

Care of Box 22, Decatur, Ill.

**NOTE**—In consequence of a delicacy on the part of clerks to ask of an employer an increase of salary, the following is introduced, believing it will meet the wants of many a deserving employee, whose industrious habits and diligent discharge of duties are worthy of increased remuneration.

### 9. Application for an Increase of Salary

CHICAGO, Sept. 2, 19—.

MESSRS. CLARK & BASSETT.

*Gentlemen*:—Without wishing to trespass upon your valuable time, permit me to ask your consideration of a subject which to me is of urgent necessity, namely, the question of an increase of salary. I have been with you nearly two years, in which time you

doubtless have determined upon my disposition and ability to do the work required of me, and in calling your attention to this subject I do so under the belief that it has escaped your notice in the more pressing demands upon your time. It has been my constant endeavor to perform, faithfully and punctually, such duties as have been entrusted to me, and if I may venture to hope for encouragement from you believe me ever ready and willing to respond to any and all demands your interests may require.

Very respectfully yours,

JAMES MEANS.

10. Another on the Same Subject

DECATUR, ILL., Aug. 30, 19—.

MESSES. JAMES & CLARK.

*Gentlemen:*—I have been waiting a favorable moment in which I could speak with you in relation to the promised advance in my salary. The increased amount of business in the past year has greatly added to my duties, and in the performance of them I have ever tried to be prompt and accurate. I trust my efforts have met with your approval, and, therefore, that you will regard this matter as liberally as possible.

Very respectfully,

JAMES CLARK.

**LETTERS OF RECOMMENDATION**

A Letter of Recommendation is one in which the writer, for the purpose of promoting the interest, happiness or benefit of another, comments or favorably represents his character and abilities. These expressions of worth should be guarded, that no false impression be conveyed, and, while esteeming it a privilege to say all the good we can for those we recommend, we should at the same time avoid flattery.

Never recommend an unworthy person, even moderately. It may be hard to refuse a testimonial, but it is decidedly preferable to mentioning the little good and hiding the greater bad qualities. These testimonials are frequently received, and the bearer of them taken into service or confidence, upon the representations contained in them, without further questions as to antecedents, etc., therefore, where a truthful statement cannot be made or a strictly just impression given, it is more honorable to avoid giving the letter.

**1. General Recommendation**

CHICAGO, Jan. 2, 19—.

TO WHOM IT MAY CONCERN:

The bearer, Mr. Andrew Barrett, is personally known to me as a young man of worth. He has recently graduated at Columbia College, and as a student distinguished himself for his diligence, accuracy, integrity and the conscientious discharge of his duty. As a member of society, he, being of good family, and with a character unblemished, is highly esteemed. I cordially recommend him to good people everywhere, and especially to those to whom he may offer his services, whether commercially or socially.

Very respectfully,

JOHN WOODLEY.

**2. Recommending a Teacher**

FRANKFORD, CONN., July 9, 19—.

H. GUENTHER, Esq., Chairman,  
Hartford, Conn.

Dear Sir:—The bearer, Mr. Loyd Clark, about leaving this dis-

trict, where he has been engaged in the work of teaching, is, I am pleased to say, of good standing here. I have had two boys attending his school, and in their advancement he has proved himself possessed of tact, learning, enthusiasm and a high degree of patience. His character is above reproach, and I cheerfully recommend him to a position in one of the district schools of your town. I am

Very sincerely yours,

A. L. DAVIS,

Chairman School Committee.

**3. Recommending a Salesman**

GRAND RAPIDS, MICH., June 12, 19—.

CHAS. PECK & Co.,  
Philadelphia, Pa.

*Gentlemen:*—The bearer, George Knight, being about to leave our employ, it gives us pleasure to testify to his merits as a salesman, the capacity in which he served us. He has been with us for the past eight years, in which time he invariably discharged his duties with skill and ability. He was very punctual at his work, was courteous to our customers, and reliable in his accounts; and, by his care and attention to our out-of-town customers, made himself specially valuable. He bears a good character as a gentleman as well as a man of business.

Yours very truly,

MESSRS. GOODMAN & Co.

**4. Recommending a Bookkeeper**

NEW YORK, May 18, 19—.

A. J. SULLMAN & Co.,  
Detroit, Mich.

*Gentlemen:*—Mr. James P. Dunne, the bearer, who is now leaving our employ, has been in our counting room for five years, during which time he has faithfully attended to his duties, proving himself to be industrious and thoroughly reliable. He is a good penman, correct accountant, and acquainted with correspondence. We shall at any time cheerfully respond to all applications we may have regarding his character and abilities, and wish him every success.

Very truly yours,

A. MILLER & Co.

**5. Recommending a Porter**

CHICAGO, ILL., Aug. 29, 19—.

Messrs. KAVANAUGH & Co.,  
Chicago.

*Gentlemen:*—The bearer, Mr. J. Williams, has been employed by us as porter for the last four years, and has faithfully discharged all the duties devolving upon him. He is industrious and reliable, understands the receiving and shipment of goods, is a good marker, and writes legibly for a man in his position. He is not addicted to drink, and bears a good moral character.

Very truly yours,

A. M. JOSEPH &amp; Co.

**6. Recommending a Waiter**

CONCORD, N. H., Dec. 10, 19—.

James Mikal, the bearer, has been a waiter in my saloon for the past year, and has given entire satisfaction, both to myself and to my patrons. He is well acquainted with the duties of the position, is honest and obliging, and very neat in his appearance and about his work. I can safely recommend him as a first-class waiter to any one requiring his services.

G. W. BROWN.

**7. Recommending a Cook**

CHICAGO, ILL., July 10, 19—.

John Glover, the bearer, has been employed by us as cook for several seasons past. He is capable at all kinds of cooking, is willing and obliging, and has at all times given satisfaction in the discharge of his duties.

WINN &amp; CLARK.

**8. Recommending a Coachman**

400 PARK AVE.,

DES MOINES, IOWA, May 4, 19—.

The bearer, Martin White, is a careful driver, a good groom, and thoroughly understands his business. He is sober, industrious, willing, and obliging, and has served me faithfully while in my employ.

JAMES JONES.

*"Let me not to the marriage of true minds  
Admit impediments. Love is not love  
Which alters when it alteration finds,  
Or tends with the remover to remove:  
O, no! it is an ever fixed mark  
That looks on tempests and is never shaken.  
It is the star to every wandering bark,  
Whose worth's unknown, although his height be  
taken;  
Love's not Time's fool, though rosy lips and cheeks  
Within his bending sickle's compass come;  
Love alters not with his brief hours and weeks,  
But bears it out even to the edge of doom.  
If this be error and upon me proved,  
I never writ nor no man ever loved."*

WILLIAM SHAKESPEARE

**LOVE LETTERS****HOW TO WRITE A LOVE LETTER**

A celebrated writer has said, that "to write a good love letter you must begin without knowing what you are going to say, and finish without knowing what you have said;" and, as the true secret of all successful letter writing lies in the power of conveying the thoughts, feelings, and desires of the writer to his correspondent, the remark may be to some extent correct. Such a letter would undoubtedly reflect the state of the writer's heart, agitated and distorted by the tumultuous throbs of his passion; but, as the zeal of young persons generally, in matters affecting the heart, is very apt to outrun their discretion, he would unconsciously give expression to absurd and foolish pretensions, or to romantic and extravagant adulation of the object of his attachment. To obviate this tendency, regard should be had, in the composition of them, to propriety of diction, correctness of taste, and purity of style, avoiding all the bombast and affectation, and that morbid sentimentalism which too frequently characterizes epistles on these subjects. The following examples of letters, in which care has been taken to blend delicacy of feeling and warmth of expression, will be found an important aid in acquiring facility and accuracy in this branch of letter writing. Let it be observed that the examples are not presented as circulars to be copied, but as models of style and diction adapted to correspondence on this subject.

**PROPOSAL OF MARRIAGE**

Letters of proposal of marriage, it should be remembered, are in extremo bad taste, unless it is impossible for the gentleman to meet the object of his affection and propose to her by word of mouth. Where distance, or other serious obstacles, intervene to prevent a meeting, however, the following style will be in good form.

Of course, the freedom of expression and terms of endearment may be varied to suit the relations existing between the lovers at the time the proposal is made.

## 1. A Letter of Proposal

1050 West Fortieth Street,  
New York City.

June 5, 19—.

*My Dear Eileen:*—It is now three years since I left you in far-off Wichita and came to New York to better my fortune. I have refrained during all that time from writing you on the subject uppermost in my mind because I had nothing to offer except myself, and I did not care to be so selfish as to ask you to wait for an uncertainty. Now, however, I am comfortably settled in business, my success being far beyond my own expectations; and, having every prospect of continued prosperity, I ardently long for an opportunity to share my life and fortune with the girl of my dreams.

Ever since I had the pleasure of your acquaintance, the remembrance of your charms and accomplishments has been continually present to my mind, and although I dread the painful thought of my suit being rejected, I can no longer conceal the passion which has been constantly with me since I saw you last. My heart is wholly yours; with it I now frankly offer you my hand; and, should you make me the happiest of mortals by an acceptance of it, my utmost endeavor will be to make your life agreeable and happy.

Let me entreat you to give my proposal your kindest consideration.

Awaiting anxiously your reply, I remain

Yours sincerely and devotedly,

FRED E. JAMES.

## 2. The Lady's Favorable Reply

WICHITA, KAN., June 10, 19—.

*My Dear Fred:*—I have just finished reading your kind and very flattering letter, and it has so excited me that I scarcely know how to reply. You cannot but have observed that the favorable impressions I received on the night of our first meeting have gradually deepened as our intimacy matured, and it would be false modesty in me to now disclaim a feeling of the sincerest affection for you after such undoubted proofs of your attachment.

I think I need say no more than that your proposal, if made

in proper form to my psrents, will find a warm and not uninterested advocate in one to whom the acceptance of it will be happiness—lts rejection a misfortune.

Excuse the hrevity of this letter, for I cannot trust myself to say more than that I am

Yours affectionately,  
EILEEN.

### 3. To the Young Lady's Father

A letter of this character, being principally a matter of convention and courtesy, may be very brief.

1050 West Fortieth Street,  
New York City.

June 20, 19—.

MR. A. J. BREEN,  
Wichita, Kan.

*My Dear Mr. Breen:*—Having enjoyed a three years' acquaintance with your most estimable daughter, Miss Eileen, which has gradually ripened into a deeper affection which I do not hesitate to declare to be love, I trust you can understand that it is one of the greatest pleasures of my life to ask her hand in marriage.

As regards my ability to provide surroundings and comforts to which your daughter is accustomed, I wish to inform you that my income from an established and prosperous husiness is, I believe, sufficient for all our needs, with a substantial margin for emergencies.

In conclusion I have the highest satisfaction in assuring you that my affection for your daughter is reciprocated, and should yourself and Mrs. Breen sanction my proposal, I shall ever esteem it a privilege, as well as a duty, to promote your daughter's happiness, thereby doubtlessly securing my own.

Yours very respectfully,  
FRED E. JAMES.

### 4. The Father's Reply, Favorable

WICHITA, KAN., June 26, 19—.

MR. FRED E. JAMES,

*Dear Sir:*—I am in receipt of your favor of the 20th inst., and in reply, although neither Mrs. Breen nor myself would offer

opposition to our daughter's choice in affairs of the heart, unless we apprehended any ill consequences therefrom, a sense of parental duty requires prudent deliberation on our part before returning a decisive answer to your communication. Eileen's acquaintance with you must be so slight that we should wish to make some necessary inquiries; and, as there can be no doubt, from the candor and honor apparent in your letter, the result will be satisfactory, you may expect to hear from us again in the course of the week.

Meantime, on behalf of Mrs. B. and myself, I remain

Yours faithfully,

A. J. BREEN.

### 5. A Gentleman Declaring His Love

DAYTON, O., Sept. 29, 19—.

*My Dear Miss Rogers:*—Ever since the day I was introduced to you my mind has been so filled with the one idea of yourself, and my whole soul so absorbed by the passion of love, that my thoughts have been completely distracted from my daily pursuits. Doubt, fear, delight, and a thousand other emotions have successively agitated me, and all my efforts to repress or stifle these feelings have been vain. Being no longer able to resist their impulse, I crave your pardon for the liberty I take in addressing you. My dear Miss Rogers, you alone are the cause of my unhappiness, and must become the arbiter of my fate, for I shall be the happiest or most miserable of beings according as you reciprocate or reject my sentiments. But I cannot entertain the sad foreboding that a heart of so much tenderness and purity as yours will ever consign my prospects of future felicity to utter annihilation. Oh! how ardently do I long for one sentence to calm my troubled mind; and it is in your power, my dear, to give the magic utterance. Bestow but a slender ray of hope, and it will relieve me from a state of inexpressible anxiety; if you do not love me, say at least that you do *not hate* me. Anxiously and impatiently shall I look for your reply, and, trusting you will excuse this rhapsody, for I am in such a state that I can scarcely form one sane reflection, I remain, my dear Miss Rogers,

Your faithful and devoted lover,

HENRY S. MUSGROVE.

**6. A Favorable Reply**

PHILADELPHIA, PA., Sept. 30, 19—.

H. S. MUSGROVE, Esq.

*Dear Sir:*—I was not a little surprised at the tenor of your letter of yesterday, and while I am deeply sensible of the ardor and earnestness of your passion, I think the acquaintance you have with me is so slight that it is possible a closer intimacy might produce an alteration or modification of your sentiments. Be that as it may, however, I give you credit for honor and sincerity in the too flattering compliment intended by the declaration of your feelings; and as your attentions on the evening we first met have left a not unpleasing impression on me, there will, so far as my own wishes are concerned, be no obstacles thrown in the way of a more familiar intercourse. I mention this with the reservation that my guardians approve of our meeting in society, and, as I propose taking an early opportunity of acquainting my mamma, of your professions of attachment, you shall hear again from me shortly; but, until you do, please make no reply to this, as further correspondence might compromise me in the estimation of my parents, without attaining the object you have in view. I remain, dear sir,

Very respectfully yours,

MARY LOUISE ROGERS.

**7. Explaining Away an Apparent Slight**

BOSTON, MASS., May 6, 19—.

*My Dearest Edna:*—How grieved am I that you should think me capable of wavering in my affection toward you or of willfully inflicting a slight upon one in whom my whole hope of earthly happiness is centered. Believe me, my attentions to Miss Bowen were never intended for anything more than common courtesy. My long and intimate acquaintance with her brother, and my knowledge of her amiable character, as well as the circumstance of her being a comparative stranger to the Greens, were my sole reasons for paying more attention to her than I might otherwise have done.

Pray rest confident in the belief that my affection for you is

as unchanging as my regret is great that I should ever have given you cause to doubt it, and believe me, dearest Edna,

Yours ever sincerely and devotedly,

CHARLEY REED.

### 8. Anonymous Love Letter

10 Check St.,

CHICAGO, Oct. 10, 19—.

*Dear Miss Mayall:* Delicacy and modesty cause me to adopt this mode of approach to one for whom I cherish sentiments of the warmest esteem and admiration. Do not be startled at this abrupt avowal, as it is not the expression of mere passing emotion, nor of the evanescent intensity of "love at first sight." No; my words but feebly portray a passion which has filled my heart with anticipative delights and my mind with waking dreams of beauty and happiness! Two summers ago I first had the pleasure of seeing you, and last winter of meeting and conversing with you. My impressions of the graces of your person and character being thus formed from personal observation, and from the unanimous opinion of friends who enjoy the happiness of your acquaintance; and particularly as I am not altogether unknown to you, you may naturally think it would be more manly and straightforward to divulge my name at once—but ah! pardon me, I feel myself so unworthy of you, and am so sensitive of slight, that I could not in the first instance divulge the *whole* secret of an attachment which I have held as sacred. Should you, however, not despise worthy and honorable motives, and a position in society suited to that which you adorn, you would confer a very great honor indeed upon one who loves you with heartfelt affection, by acknowledging this to

Yours very devotedly,

NICHOLAS.

### 9. Proper Reply, Declining Correspondence

WALTON SQUARE, Oct. 20, 19—.

MISS MAYALL has received a communication from "Nicholas," No. 10 Check Street, and, for reasons which she reserves to herself, declines to enter into further correspondence.

**10. Another Reply, More Encouraging**

WALTON SQUARE, Oct. 22, 19—.

MISS MAYALL begs to acknowledge receipt of "NICHOLAS'" letter of the 10th inst., and to say that if "NICHOLAS" gives his real name and address, Miss Mayall will consider it an act of politeness to state her sentiments frankly, whether favorable or adverse.

**11. With a Present to a Lady**

September 1, 19—.

*My Dear Nellie:*—You will receive enclosed a trifling gift, your acceptance of which will give great pleasure to one whose happiness is found in promoting your own. You are so constantly in my remembrance that I am ever desirous of being present in yours, and your wearing this for my sake will assure me that I am not forgotten.

Reserve any comments on my humble offering until our next meeting, when I can hear them with a double pleasure from your lips, and, believe me, dear Nellie,

Yours affectionately,

CHAS. JAMESON.

**12. The Anonymous Lover**

CHICAGO, June 4, 19—.

*Dear Miss Judd:*—Your very welcome note has agitated me with a thousand hopes and fears! Its tone, however, is withal so kind, so gentle and candid, that I hasten to unburden myself of my secret, having the most perfect confidence that, whether the intercourse thus begun may be favorable to my aspirations or not, you will respect the purity of my motives, and the sincerity of my attachment.

Most anxiously will I await your reply—pregnant to me with words of happiness, or a sentence of despair! Till then, adieu! I hope for the best; I will look on the bright side! Believe me ever, dear Miss Judd, with unfeigned devotion,

Yours affectionately,

ANDREW HOOL.

## 13. The Lady's Reply

LAKE VIEW, June 9, 19—.

*Dear Sir:* Your name, though not familiar, recalls to my recollection the evening we met and conversed, which, if I mistake not, was at the house of our common friend, Mr. Gauley, of Evanston. I am sensible of having on that occasion received perhaps more than ordinary attentions from a gentleman, a stranger to me, but never imagined these were indicative of other feelings than kindness or politeness might suggest. My impressions of the gentleman's person and manners at the time were favorable, and they have not been rendered less agreeable by what has since occurred. Further than this it would be neither modest nor prudent for me, under present circumstances, to declare. Suffice it, that as my aunt, with whom I reside, is most affectionately interested in all that concerns me, I propose taking an early opportunity of acquainting her with this correspondence, and shall be guided by her advice as to its continuance or cessation.

The result of interview I shall duly communicate to you, so please send no more letters till you hear from me.

Meantime, with assurances of my respect, and a grateful sense of the compliment intended by your too flattering opinion,

Yours truly,

ANNIE M. JUDD.

Andrew Hool, Esq., Chicago.

## 14. Another Reply

Saturday, June 14, 19—.

*Dear Sir:*—In fulfillment of the promise in my last, I confided to my aunt the secret of our correspondence, reserving nothing, and she has kindly saved me the delicate task of a formal letter on the subject by addressing you herself in the accompanying note. I need not say that I join with my aunt in the hope that you will form one of our quiet circle on Wednesday evening.

Yours very truly,

ANNIE JUDD.

Andrew Hool, Esq.

## 15. From the Lady's Guardian

LAKE VIEW, June 14, 19—.

*Dear Sir:*—A few dnys ago my nieco hnded me your letters to her, and gave me a brief nccount of the correspondence that has taken place between you. It may be superfluous in me to remark that, setting aside ties of relationship, the virtues and excellent qualities of Miss Judd havo rendered her very dear to mo, and although I have always placed unlimited confidence in her judgment and good sense, I felt inclined at first to discountonnco such correspondence, from the clandestino manner in which it had been carried on. On inquiry respecting your character, however, the report is so satisfactory to me, and honorable to yourself, that I cannot withhold from you credit for the purest motives in this affair, and I shall have no objection to you visiting Miss J. occnationally at my house. Of course, I do not commit myself to anything further than a simple permission to cultivate her acquaintance, ns it will depend altogether on yourselves whether or not the intercourse may be mutually agreeable.

On Friday, first, we expect a few friends to ten and spend the evening with us, and it will afford my niece and myself much pleasure if you will favor us with your company at six o'clock on that day.

Very respectfully yours,

JULIA ARMSTRONG.

Andrew Hool, Esq.

## 16. The Gentleman's Reply

CHICAGO, Mondny, June 19, 19—.

*Dear Miss Judd:*—Your very kind note with enclosuro from Mrs. Armstrong is just to hand. Believe me, I cannot adequately express my sense of your own and your respected relative's most considerate attention, nor the pleasure it will afford me to meet you on Friday evening. Then, indeed, shall I experience the oft-anticipated, but once almost despaired of, happiness of basking in the sunshine of your society.

I write to your nunt to-day accepting her invitation for the first. Meantime, adieu! and assuring you of my ever-increasing esteem,

Yours very affectionately,

ANDREW HOOL.

## 17. The Gentleman's Reply to the Guardian

CHICAGO, JUNO 19, 19—.

*Dear Madam:*—I cannot adequately express my sense of the frank and generous tone of your kind note just received. I feel that its sentiments have been dictated by motives of the purest character, and I beg you will accept my heartfelt gratitude for the obligation you have laid me under, in according me the privilege of a closer intimacy with one whose society I value above that of any other.

I shall have very great pleasure in meeting yourself and friends on Friday; and, trusting that my conduct will always merit the confidence you have reposed in me,

Yours very respectfully,

ANDREW HOOL.

Mrs. Armstrong, Lako View.

## 18. From the Gentleman, with a Present

CHICAGO, JULY 9, 19—.

*Dear Annie:*—May I entreat your kind acceptance of the accompanying trifle as a simple token of my unvarying and ever-increasing affection? I trust you will wear it for my sake, and value it not for the cost, which is insignificant, but as the gift of one with whose brightest hopes and purest enjoyments your presence is ever associated. Reserve what you have to say upon the subject till our next meeting, a pleasure which I anticipate to-morrow evening; and, believe me, my dear Annie,

Yours devotedly,

ANDREW HOOL.

## 19. From a Gentleman, Proposing to Pay His Addresses

FORT GREEN PLACE, AUG. 4, 19—.

*Dear Miss Jones:*—It has been my happy fortune for a considerable time past to meet you frequently in society, and at every meeting with increasing delight. My attentions may not have seemed to you to have exceeded the ordinary courtesies of friends, but I assure you they were bestowed with a heartiness and devotion which I never felt towards any other of your sex, and, unless I am greatly mistaken, the cheerfulness of manner with which you

received them is an indication of a partiality, however slight, on your part. It is this conviction which encourages me to avow the ardent passion I have long cherished towards you, and, as my sentiments are honorable and sincere, I trust they may be reciprocated with the generosity of heart I so gladly admire. I am averse to pressing my suit in the language of adulation, knowing it would offend your good sense and delicacy of feeling, but would simply express my earnest desire to be regarded as a recognized suitor for your hand, and to hope that opportunities for maturing our friendship into mutual affection may be freely granted. It is almost unnecessary for me to add that your respected parents' approval of my intentions will, next to your consent, give me unbounded satisfaction.

In hope of hearing favorably from you very soon,

Very devotedly yours,

FRED E. JAMES.

#### 20. Reply, Declining Correspondence

OAK PARK PLACE, Aug. 5, 19—.

*Dear Sir:*—Your letter of yesterday has just reached me, and I beg to thank you most sincerely for your very flattering opinion of my humble merits. As a friend, and since our last introduction, I have never ceased to esteem and regard you, but I should regret very much if anything in my conduct should have led you to believe I entertained other sentiments towards you, as there are reasons it would be injudicious in me to communicate at present which make me decline your kind advances. Trusting you will soon meet with a lady in every way worthy of your love,

Yours very respectfully,

VERNIE JONES.

Frederick James, Esq.

#### 21. Another Reply, Unfavorable

OAK PARK PLACE, Aug. 7, 19—.

*Sir:*—There is such a tone of candor and sincerity to your letter that it gives me pain to be obliged to answer it in the negative. Your character as a gentleman, for which I have always entertained a high esteem, assures me you are in earnest, but a sense of honor, as well as a respect for your sentiments, compels me to own

at the outset that I do not feel that preference for you, without which the result of a closer intimacy might be mutual disappointment. I make this avowal frankly and in no unkind spirit, for I am satisfied that many young ladies, much more deserving than myself, would think themselves greatly flattered by your choice, and I trust you may find one whose virtues and accomplishments will make you speedily forget,

Yours respectfully,  
VERNIE JONES.

Fred E. James, Esq.

22. Another, Favorable

OAK PARK PLACE, Aug. 30, 19—.

*Dear Sir:*—It is my pleasing duty to acknowledge receipt of your letter of yesterday, as well as to express the obligations I feel for the sentiments contained in it; and I beg to assure you, whatever may be the issue of your solicitation in another quarter, the friendship I entertain towards you, from our long acquaintance, will not be in any manner altered.

Besides mere personal regard on either side, there are many things to be considered, regarding which I must refer you to my father; and, if the result is such as I anticipate, I have no doubt my happiness will be attended to by permission to decide for myself. But, believe me, I shall never cease to feel obliged by a preference in itself sufficiently flattering, and rendered still more so by the handsome manner in which it is expressed; and I hope, should my parents see cause to decline the proposed favor of your alliance, it will not mar the agreeable intercourse subsisting between our families, or deprive us of friends who possess a great portion of our esteem and regard.

Yours very sincerely,  
VERNIE JONES.

To Fred James, Esq.

23. He Acknowledges Receipt

FORT GREEN PLACE, Sept. 4, 19—.

*Dear Miss Jones:*—I cannot allow the day to close without making an attempt, however feeble, to express the delight I have ex-

perienced in perusing your letter. And such a letter! How frank and candid in its tone! How delicate and confiding in its sentiments! Believe me, words cannot describe the ecstacy of my feelings on reading it, nor tell how the thousand doubts and fears which had agitated me gave place to feelings of unbounded felicity on finding my flattering hopes, so far as the object of them is concerned, have not been in vain! To-morrow I shall avail myself of my earliest opportunity to wait upon your respected father; and allow me to add, my most fervent wish is that the intimacy just begun may result in our mutual love and happiness. In anticipation of the blissful hour when I shall hasten to your presence, I remain

Yours devotedly,  
FRED E. JAMES.

#### 24. Proposing Marriage

FORT GREEN PLACE, Dec. 2, 19—.

*Dearest Vernie:*—The delightful hours I have passed in your society have left an impression on my mind that is altogether indelible, and cannot be effaced even by time itself. Daily have I had opportunities of observing the thousand acts of amiability and kindness which mark the even tenor of your life, until my feelings of affectionate regard have ripened into a passion strong, ardent, and sincere, and I have associated my hopes of future happiness with the idea of you as a life partner in them. Believe me, dearest Vernie, this is no puerile fancy, but the matured result of a long and warmly cherished admiration of your many charms of person and mind. Love, pure, devoted love, is the impelling power, and I feel confident your knowledge of my character will lead you to ascribe my motives to their true source.

May I then implore you to consult your own heart, and, should my honorable passion be crowned with your acceptance and approval, to grant me permission to refer the matter definitely to your parents.

Anxiously awaiting your answer, I am, my dear Vernie,

Yours sincerely and devotedly,  
FRED JAMES.

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## 25. The Lady's Reply

Wednesday, Dec. 6, 19—.

*My Dear Fred:*—Although I have frequently entertained thoughts of marriage as a probable event in the future, it always seemed so far distant that its reality as a proximate occurrence came upon me with the suddenness of a surprise, but at the same time with a feeling of responsibility which I never possessed before. You must know so well the strength of my attachment that I can give you but one answer, and I think you need have no foreboding fears of other than a favorable acceptance of your proposals with those whose consent is now wanting to our prospective union.

Papa is to be at home every evening this week, so you can suit your own convenience to have the desired interview with him.

You must excuse my writing at greater length, as I confess to being a little excited, and as we shall meet so soon we can defer the discussion of a thousand and one subjects of equal interest to both of us till we can talk of them without interruption.

Yours very affectionately,

VERNIE JONES.

## 26. Proposing a Day for the Marriage Ceremony

FORT GREEN PLACE, Dec. 20, 19—.

*My Dear Vernie:*—The very kind letter I have just received from your father, the tenor of which I presume is not unknown to you, inspires me in the hope that the thrice happy day, to whose advent I have long looked forward, cannot now be far distant. You will recollect that at our delightful meeting on Friday evening I said, so far as my plans are concerned, there is nothing to prevent our nuptial ceremony being performed on Friday, Feb. 2d; but, of course, this is contingent on the day suiting your own and your relatives' convenience. Remember, my dear Vernie, I will regard each day as of a week's duration till I can call you my own for all the time; do not then, I pray you, lose an hour, if possible, but accelerate every arrangement for that event which will permit me to sign myself your affectionate husband till death; though meantime, believe me, my dear Vernie,

Your attached and faithful

FRED.

**27. From a Gentleman, with a Present**

Saturday, April 18, 19—.

*My Dear Jennie:*—You will receive enclosed a trifling gift, your acceptance of which will give real pleasure to one whose happiness is found in promoting yours. You are so constantly in my remembrance that I am ever anxious to be present to yours, and your wearing this for my sake will satisfy me I am at least not forgotten. Reserve any comments on my humble offering till our next meeting, when I can hear them with a double pleasure from your lips; and, believe me, my dear Jennie,

Yours most affectionately,

JAMES MIKA.

**28. Professing Attachment to a Lady on Short Acquaintance**

WASHINGTON SQUARE, Nov. 21, 19—.

*Dear Miss Williams:*—I do not doubt the perusal of this communication will excite in you feelings differing in character and intensity, and it is with no small degree of hesitancy as to the reception you will accord to my avowal that I have resolved to address you in this manner. Allow me, however, at the outset, to assure you of the real nature of my sentiments, and to entreat your generous consideration for what you may deem presumptuous in my language or my aspirations.

Though but a brief period has elapsed since I first had the felicity of meeting you, and our intercourse has been comparatively limited, the impression created on my heart by your good sense and amiability of disposition is a most pleasing, and, unless I greatly mistake my own feelings, I believe a permanent one. You cannot have failed to observe that latterly my attentions have been directed to you in a manner indicative of admiration, and pardon my vanity, I flatter myself this conduct was not altogether disagreeable to you. Be this as it may, however, the hours which I have passed in your society have been replete with the most delightful enjoyment to me, and my ardent desire is to cherish a more intimate acquaintance with, and a deeper affection for, one who already possesses my highest esteem and regard.

Having thus candidly confessed my partiality, may I request

the honor of a note in reply, saying if I may fondly hope that my sentiments are reciprocated. Meantime, I remain

Yours sincerely and affectionately,

CHARLES KNIGHT.

### 29. The Lady's Reply, Unfavorable

32 MADISON PLACE,

Nov. 23, 19—.

*Sir*:—Although I esteem it as the highest compliment that can be paid to our sex to receive proposals calculated to lead to a permanent intimacy, I cannot regard your letter of 21st inst., however honorable on your part, as dictated by motives of prudence or delicacy. I regret much to learn that mere ordinary courtesy in acknowledging your polite attentions in company should have induced you to think I entertained other feelings towards you than those of a friend. In the meantime, therefore, I beg that you will regard me in that light only, for it is possible, from the imperfect acquaintance you must have of my character and disposition, that what you conceive to be a lasting impression may be the effect of temporary excitement on an ardent and generous heart. And, as it would be unfair on my part to keep you in suspense, I beg distinctly to state that I do not feel disposed to accept the flattering offers you have made to me. With assurances of my respect, I remain, sir,

Your sincere friend,

SARAH WILLIAMS.

Charles Knight, Esq.

### 30. Another Reply, Favorable

MADISON PLACE,

Nov. 25, 19—.

*Dear Sir*:—Your letter of 21st inst. has certainly surprised me, and, although I feel pleasure in having elicited such honorable sentiments from you, I am at the same time aware, from our very brief acquaintance, that it is possible a transitory sensation may be mistaken for a permanent impression. On consideration of the circumstances, therefore, I resolved to place your letter in the hands of my parents, who have not been unobservant of those

attentions to which you allude, and as they have reason to believe from your character that the high compliment you have paid me has been done with a delicate sense of honor, they have permitted me to reply at my discretion, cautioning me only not to be too hasty in giving to, or receiving from, another such a promise as may involve the happiness of a whole life. Meantime, therefore, I must beg of you, until we know more of each other, to excuse me giving my direct sanction to your address.

Mamma begs to say she will be glad to have the pleasure of your company to meet a few friends at tea on Monday evening if you should not be otherwise engaged.

Yours very sincerely,

SARAH WILLIAMS.

Charles Knight, Esq.

### 31. From a Young Lady's Mother, Unfavorable

PHILADELPHIA, June 1, 19—.

*Dear Sir:*—I have this moment concluded an interview with my daughter Jennie, which has entirely changed my views and intentions. I pledged myself to use a mother's influence in your favor, and this I have carefully and perseveringly done; but when I assure you that she is most obstinately averse to your proposal, and that she looks upon your overtures with insurmountable repugnance, I think your own superior judgment will inform you of the unprofitableness of any further advance on your part. As a parent, I shall at all times counsel my children to the best of my ability, but, as a mother, I shall leave them to their own selection of those partners with whom the happiness of a lifetime is connected, and in which, therefore, they only are the proper and satisfactory adjudicators.

Yours very respectfully,

MRS. DAVID ELDER.

Geo. M. Hood, Esq.

### 32. Gentleman Replying to a Reproach

BELMONT AVE.,

BALTIMORE, June 2, 19—.

*My Dearest Rose:*—"Faithless!—fickle!—forgetful!—other objects of attachment!—wounded feelings!—blighted hopes!"

What mean all those hard and piercing words? What ails my own dear sweet Rose to rail so at her loving, dotting, devoted Henry, who would as soon cut off his right hand as wound her tender heart, or give her the faintest shadow of a cause for uneasiness? Ah, my dear Rose! some one must have misconstrued my conduct or greatly exaggerated the circumstances referred to in narrating them to you, else I could not believe you so ungenerous as to bestow, or myself so wayward as to merit, the severe reproach contained in your letter just received. I can infer from your allusions that incidents in themselves of little moment have been magnified in importance, and made to indicate feelings of love where only cheerful politeness or light-hearted pleasantry were intended and accepted. "Forget you!" No, no, my loved one! it is not so; for never have I seen, and never do I expect to see, that fair one for whose sake I would forswear those solemn vows of love and constancy I have so often pledged to you! But why need I thus parade my truthfulness or boast my innocency to Rose? It cannot be, surely, that you are serious in those strong phrases already quoted! Oh! how marked a contrast they bear to the tenor of the previous epistle from the same loving, gentle, confiding correspondent!

Soothe your fears, my dear Rose, and calm your anxieties, for trust me they are groundless. I must really put myself to inconvenience to-morrow evening (I intended going out of town) by waiting on you personally to explain this matter, and to prove to you how sincerely I am, and ever will be,

Your loving and affectionate

HERMAN.

### 33. Inviting a Lady to Attend a Ball

30 PARK AVENUE,

November 2, 19—.

*Dear Miss Pratt:*—The "Band of Hope Society" Ball is to come off in the Madison Hall on Thursday, 10th inst., and as the standing rules require each member to be accompanied by a partner, may I solicit the honor of your company on that occasion? When I mention that Miss Leah and Mrs. M. Smith have kindly agreed to superintend the arrangements, I think you will be satisfied that everything will be done which can contribute to the comfort and enjoyment of the ladies.

I shall do myself the pleasure of calling on Thursday evening, and anticipate the honor of your consent. I am, with the greatest respect,

Yours faithfully,  
OTTO HESSING.

#### 34. Reply, Declining the Invitation

4001 PARK AVENUE,  
November 3, 19—.

*Miss Pratt* presents compliments to Mr. Otto Hessing, and regrets that a prior engagement compels her to decline his kind invitation to the ball of the Band of Hope Society on Thursday next. Miss J. W. begs to express her sense of Mr. Hessing's politeness, and her grateful acknowledgments of the honor intended by his selection of a partner.

#### 35. Inviting a Lady to an Entertainment

BELMONT, Dec. 3, 19—.

*Dear Miss Cole:*—I trust you will not consider me trespassing on the privilege of my intercourse with your family in the request I am now about to prefer. You are, no doubt, aware that the Annual Festival of the Turners' Association of the County is to be held at the Turners' Hall on Thursday next, and, as I think you have an appreciation of the bill of fare to be presented, if you are not otherwise engaged on that evening you will confer a great honor on me by accepting a ticket for the entertainment. If you will kindly consent to accompany Mr. James Corey, and my sister May, and myself, we shall be happy to call for you with a carriage at 7 P. M.

I may mention that full dress is expected, but is not imperative; so you can suit your own taste and convenience on that point.

Very respectfully yours,  
ANDREW COREY.

#### 36. Reply, Consenting

200 VERNON PLACE,  
December 4, 19—.

*Dear Sir:*—I hasten to acknowledge your note of yesterday, and to say I shall have much pleasure in accompanying yourself

and friends to the festival on Thursday evening; and I am sure, if the concert is as well conducted as on former occasions, we shall enjoy a very great treat.

Mamma desires her compliments, and will be happy if you can make it convenient to call any evening this week. We will be quite alone.

With thanks for your obliging invitation, I am

Sincerely yours,

MAMIE COLE.

Andrew Corey, Esq.

37. A Lady's Answer to a Reproach from Her Engaged Suitor

March 1, 19—.

*My Dear William:*—Nothing could give me greater pain than the thought that you could deem me so heartless as to reject your affectionate attentions, while an understanding, on which our prospective happiness greatly depends, exists between us. I am really grieved to find you capable of writing in such a tone, and I beseech you to banish from your mind, now and forever, all such ungenerous sentiments and groundless fears as you have expressed. I heartily acknowledge the ardor and tenderness of your love, and I attribute to an over-sensitiveness, with respect to my reciprocating your affections, the hasty, and I had almost said unkind, terms in which you have addressed me.

I regret that the common courtesies of society with which I received the attentions of Mr. Smidt should have been interpreted by you as meaning "something more." Let me assure you they indicated no higher or warmer feelings than those of mere friendship. My heart is yours as much as it has ever been, and I remain as faithful as when we first pledged our vows of mutual constancy.

What further can I say? I am deeply sorry my conduct should have given you any cause of uneasiness; and, trusting this ample explanation will remove all doubt and suspicion, believe me

Yours very affectionately,

EMILY PIERCE.

## 38. A Gentleman's Reproach for Coolness

BUBLING STREET,

Saturday, May 10, 19—.

*My Dear Ethel:* Ever since the evening we met at Mr. Ray's, I have puzzled myself to explain, in some way or another, the evident coolness, if not indifference, you manifested towards me on that occasion. When I happened to come in contact with you, or to show you any of these little marks of attention usually paid by our sex to yours, you appeared so taken up with some other person or subject not to notice them, while similar courtesies evinced by Mr. Ewing, Mr. Westbay, etc., were acknowledged with a heartiness and cordiality such as have often more than recompensed me for all my anxieties regarding your comfort and happiness. As your conduct to me continued uniformly cold during the evening, and "good night" was given with an averted head, I was painfully alarmed lest whatever portion of your affections I had hitherto enjoyed had been, from some unknown cause, forfeited; and the bitter reflection was forced on me that one of my most cheering hopes and pleasing aspirations was doomed to disappointment! My dear Ethel! is this so? If I have done anything to offend you or to merit such treatment, I humbly beg your forgiveness; for I assure you nothing was further from my thoughts than to make you unhappy, and never has my love for you been more ardent, or my admiration more sincere than it is now.

As I cannot believe you so unkind as willingly to wound my feelings, I implore you to relieve my anxious, troubled heart, by replying to this as soon as you can, for I am all impatience to know whether I am to be the happiest or most miserable of mortals. Believe me

Yours very sincerely,

EARL MARVIN.

## 39. A Tradesman Offering Marriage to His Sweetheart, a Domestic Servant

CHICAGO, September 1, 19—.

*My Dear Nellie:*—For a long time past I have felt an eager desire to give you a bit of my mind on a matter of some import-

ance to me,—viz.: to tell you how greatly I admire your various charms and good qualities; in fact, to confess that I am in love with you. I dare say you must have discovered this in my conduct many times (for you girls are much quicker in observation than our sex), because I enjoyed such a happy state of excitement when in your company that partiog gave me a pang, and my most fervent wish was soon to meet again. The thought of you, indeed, is never absent from my mind, whether in the active labors of the day or the fitting dreams of the night; and my heart is thus wholly set on you. I entreat your kind consideration for the proposal I am about to make.

It gives me pleasure to inform you that I have saved by economy as much money as will furnish a small cottage, and enable me to begin housekeeping with a wife in a comfortable way; and, as I am in a permanent employment at \$12 a week, I offer you, with all sincerity, my hand and heart, if you are willing to share life's cares and joys with one who loves you devotedly, and will be ever an affectionate and tender husband. I am, my dear Nellie,

Your faithful and devoted love,

GEORGE DONOHUE.

#### 40. Reply, Declining the Offer

September 4, 19—.

Sir:—I received your letter of the 1st inst., and in reply I regret that any conduct on my part should have led you to think I had such a preference for you as to induce you to make the offer contained in your epistle. As I have no desire to enter the married state at present,—and certainly do not entertain for you those feelings of regard and affection without which a union of hands would produce happiness to neither of us,—I beg respectfully to decline the honor of your address.

At the same time I thank you most cordially for your kind wishes and intentions; and in hopes that you may shortly meet with a girl who is in every way deserving of your love, and who will return it with sincere devotedness, I am, sir,

Yours truly,

NELLIE MAYALL.

Mr. George Donohue.

**41. Another Reply, Favorable**

September 7, 19—.

*Dear George:*—Your letter was a very agreeable surprise to me, and I cannot tell how much pleased I was to learn that you have so long had a preference for me. Of course, I could not avoid observing that your attentions were directed to me in a particular manner, but perhaps you have not been aware that I have always felt great pleasure in your company;—indeed, that I prefer you to any other of my acquaintances among your sex. Modesty prevents me saying more at present, but should your proposals meet with the approval of my parents, I shall make no opposition; and as I shall see you as usual on Sunday evening, I add no more but that I am

Yours affectionately and sincerely,

NELLIE MAYALL.

**42. Informing Her Parents of the Proposal of Marriage, and Requesting Their Consent**

CHICAGO, September 14, 19—.

*My Dear Father and Mother:*—I believe you have heard me speak more than once of a young man, George Donohue, with whom I have been acquainted for a considerable time, and who has paid his addresses to me in a particular manner for about two years back. He now proposes marriage, and as I think he possesses every quality that can promote my happiness, I am inclined to accept his offer; indeed, I have done so already, on condition you approve of the union. George is in the printing trade, a compositor, and is a very steady workman. He is in permanent employment at \$12 a week, and has saved of his earnings as much as will furnish a house in a moderate way. So far as I have ever seen or known, he is not addicted to any bad habits, is good tempered and kind, and I have every confidence in his being an affectionate and dutiful husband. I may mention that Mrs. Malloy has a most favorable opinion of him, and has allowed a reasonable indulgence for our seeing each other frequently, which she would not have done unless he were respectable and well-behaved.

As I am quite sure that anything which can affect my welfare

will not be uninteresting to you, I now request your consent to accept the offer; and in hopes of receiving your immediate and hearty approval, I am

Your dutiful and affectionate daughter,

NELLIE.

**43. Acquainting Her Engaged Suitor with Her Parents' Consent**

September 27, 19—.

*My Dear George:* As arranged with you at our last meeting, I wrote to my father and mother of our mutual attachment having resulted in a proposal of marriage, and I am delighted to say it has met their cheerful and willing consent. I cannot tell you how gratifying it is that they place so much reliance on my prudence as to give their cordial approval to my union with one of whom they as yet know nothing, except through myself. By the bye, as they are naturally desirous of making the acquaintance, without delay, of one who is shortly to stand in such an interesting relationship, they have invited us to spend next Sunday with them at Walton Mead. I am quite sure the old folks and you will become ~~very~~ good friends in a short time, so I hope you can make it convenient to accompany me. Please let me know if you can join me at the Ruddington station on Saturday, at five P. M., and, meantime, reserving all other subjects till we meet, I am,

Yours very affectionately,

NELLIE MAYALL.

**44. Reply to Above, Arranging Appointment**

CHICAGO, September 28, 19—.

*My Dear Nellie:*—The gladdening intelligence conveyed in your letter of yesterday settles all doubts as to our mutual affection being confirmed by the sacred rites of marriage, and it remains for us now to fix the auspicious day when we shall be made one openly to the world as we are now one secretly at heart. The sooner the better, love! but we must talk at length about this matter the first time I see you.

It will give me very great pleasure indeed to accept your kind parents' invitation; and if, as I doubt not, they are parents

of whom their daughter is worthy, and they of her, there can be no obstacle to my sharing their esteem and receiving their blessing. At Kuddington station, five P. M., on Saturday, you will find me punctual.

I write this before retiring to rest; so good night, my dear Nellie, and believe me, with ever growing affection,

Yours very sincerely,

GEORGE.

#### 45. A Widower to a Widow

33 PARK SQUARE,

November 2, 19—.

*Dear Mrs. Brown:*—During the now lengthened period of our acquaintance I have witnessed so many proofs of your kindness, amiability, and good sense, that mere admiration has gradually ripened into pure affection; and I therefore take the liberty of avowing my feelings of attachment in the fervent hope that they may be in some measure reciprocated. It is now about three years since death deprived me of the partner in my joys and sorrows, an interval during which I have greatly missed these comforts and delights the married state alone can give, and of which I have a genuine appreciation. No lady whom I have ever met seems to possess, in such perfection, those qualities and accomplishments fitted to promote my happiness as you do. I say so without flattery, which would be unbecoming in me and distasteful to you; and I offer you, in all sincerity, my hand and heart, with the assurance that, if you accept them, your welfare will be my first consideration, and that I shall prove a faithful and loving husband.

Yours very faithfully,

ROBERT RUSSELL.

#### 46. Reply, Declining His Addresses

DELAWARE PLACE,

November 3, 19—.

*Mrs. Brown* begs to acknowledge Mr. Russell's kind letter of yesterday, and, while heartily grateful for his good opinion, regrets that she must, in the meantime, decline to entertain his

generous proposals, as she is not influenced by those feelings without which marriage would be a mere selfish bargain, and future happiness a treacherous delusion. Mrs. B. is satisfied of Mr. Russell's honorable character and the sincerity of his professions, and trusts he may soon meet with a lady who will be in every respect a suitable partner to share his home and affections.

## 47. Another Reply, Favorable

DELAWARE PLACE,

November 4, 19—.

*Dear Sir:*—Being situated in tolerably comfortable circumstances, so far as worldly means are concerned, a second matrimonial connection is a contingency I have never seriously entertained; but, as the proposal comes from a gentleman for whom I cherish a high esteem, any aversion I might have to marrying again loses much of its influence. Though our acquaintance has been of considerable standing, I think it has not been of such an intimate nature but that any opinions you may have formed of me, or I of you, may be liable to error, or at all events to modification, and it is essential that each should know thoroughly the tastes, habits, and dispositions of the other before taking such an important step as matrimony; I propose, without directly accepting or rejecting the honor of your addresses, that we should meet on terms of friendly intercourse for some months, for which facility will be afforded by me; then, if mutual satisfaction should result, the further progress of your suit will meet with no obstacle from

Yours very sincerely,  
HATTIE BROWN.

R. Russell, Esq.

## 48. A Lady's Letter of Reproach for Frivolity

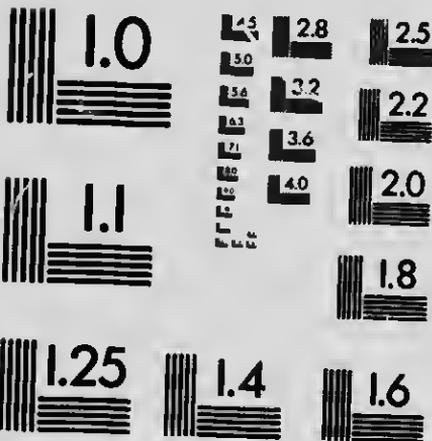
BUFFALO, N. Y., May 2, 19—.

*Dear Sir:*—You will probably be surprised at my addressing you in this manner, but as the subject of the communication is one which I have not had an opportunity of referring to in a personal interview, and is besides of such a nature that motives of feminine delicacy might prevent me mentioning it at all in conversation, I request your candid attention to my statements.



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To come to particulars, what I have to complain of is your behavior on the evening of Wednesday, 15th ult., at Mrs. Clark's, when, as you must know very well yourself, you treated me with such chilling neglect and careless indifference of manner as to place me in a very ambiguous position in the eyes of certain of my friends, who have interrogated me as to what misunderstanding exists between you and me, or if you have broken off that intimate relationship in which you have hitherto wished to stand towards me; I entirely concur in the opinion that nothing can be more offensive to good society than for lovers to be always revealing themselves as such by the tenor of their conduct in a mixed company, but the pains you took to recommend yourself to the Misses Wilson were too obvious to escape even general observations, and the earnestness and freedom of your discourse, together with your unremitting attentions to them, proved you to be on terms of the closest and most unreserved familiarity. I have repressed any feeling of suspicion, or ungenerous criticism, in remarking on these facts, and as I have at all times laid open my heart to you with the fullest confidence and sincerity, I desire to know what consideration you can have for my character and feelings to willingly expose me to the shafts of impertinent curiosity and the ridicule of false friends. I have written in plain terms, and shall expect an equally plain and candid reply.

Yours very truly,

JENNIE HARRISON.

J. Dunne, Esq.

#### 49. The Gentleman's Reply, Apologizing

BUFFALO, N. Y., May 4, 19—.

*My Dear Jennie:*—It grieves me exceedingly that I have done anything to shake your confidence in my love for you; for, be assured, never did my heart beat with more tender emotions towards you than at the time you imagined it to be agitated by other objects. In you alone, my love, are all my hopes of happiness concerned, and I pray you to banish from your mind, now and forever, all thought of the least wavering in my affection towards you.

But bear with me while I now explain the conduct you have criticized so hardly as to cause me great pain, the more acute as

I am satisfied that you have too kind and gentle a heart to wound me, unless under the deep conviction that I have done, and meant to do, wrong.

After greeting you as usual when we met, you may perhaps have observed that I had a few minutes conversation with Mrs. Clark. At this time she informed me that the Misses Wilson were to be her guests, and, as I was the only person in the company, excepting herself, with whom they were previously acquainted, she requested me, as a special favor, to show them as much attention as possible in the course of the evening. When, in addition to this circumstance, you learn that Mr. Geo. M. Wilson, their brother, is an old schoolmate of mine, and one of my most valued friends, I am sure you will generously admit that there were some grounds for the warmth and heartiness of my intercourse with the young ladies referred to. Then, as to the other accusation, that I treated you with cold disdain, nothing, my dear Jennie, could be further from my thoughts, but probably an oversensitiveness to that very opinion you quote—the impropriety of lovers betraying their inner feelings by their outward conduct—may have led me incautiously into the opposite extreme. Believe me, however, that whatever may have been my imprudence, my affection is pure and constant as ever, and if other apology is necessary, I trust you will allow me an early opportunity of proving, in a personal interview, how sincerely I am, and desire to remain

Yours most devotedly,

JAMES DUNNE.

#### 50. The Lady Accepting His Apology

BUFFALO, May 7, 19—.

*My Dear James:*—Your kind letter, just received, entirely satisfies me, and now I regret that I should have expressed myself in a manner so reproachful. You admit that appearances were against you, and that I had some cause for complaint—believe me, however, when I state that it was only the anxiety of my affection for you which led me to exaggerate your fault. Let us now, therefore, dismiss the subject, and forget that it ever engaged our thoughts.

To-morrow evening I shall be at home, when, if you can make it convenient to call, your visit will be most acceptable to

Your affectionate and faithful

JENNIE.

**51. To the Father of a Young Lady, Soliciting His Consent**

ST. JOHN'S PARK, Dec. 2, 19—.

*My Dear Sir:*—The invariable kindness and courteous attention with which I have been received in the society of your esteemed family give me confidence in addressing you on a subject of more serious importance to my welfare, and I would therefore entreat you to call all your friendly feeling to my aid in considering the proposal I am about to submit to you.

You have doubtless observed that for a considerable time past a more than ordinary degree of intimacy has subsisted between an esteemed member of your family—I need hardly mention the name of Miss Thompson—and myself. The many excellent qualities and accomplishments which distinguish your daughter have long found in me a warm admirer, and having lately avowed my ardent love for her, I am extremely gratified to inform you that my attachment is cordially reciprocated. I owe you an apology for having taken so important a step without first consulting you on the matter, but I was urged to it by the warmth of my feelings and with the view that, should I have been so unfortunate as to find my suit rejected, the object of my love alone should know the extent and bitterness of my disappointment. I trust you will therefore overlook my rashness, as no disrespect or want of courtesy was intended; and suffer me to hope that your cheerful consent will not be wanting to complete our happiness.

As regards my position and prospects in business, I believe the former is now so well established, and the latter so promising, that I have no fears of the responsibilities of the married state, and I have every confidence in saying that I can maintain a wife in a comfortable style, and that I shall be enabled to keep your daughter in that social rank which she is so well fitted to adorn. My disposition, habits, character, are, I trust, so well known to you as to be an assurance that, should you sanction our union, it will be my constant care to promote the happiness of her who is dearest to me on earth.

In hopes of soon learning the result of your deliberation on this matter, I remain, with kindest regards to Mrs. Thompson, my dear sir,

Yours very faithfully,  
H. A. MEHERLEY.

52. The Father's Reply, Favorable

ST. PAUL'S SQUARE,  
December 7, 19—.

*My Dear Sir:*—Having been out of town for a few days, I did not receive yours of Monday till this morning, and I now take my earliest opportunity of expressing the satisfaction of Mrs. Thompson and myself at the result of your intercourse with my daughter.

I have long perceived that your attentions to her were of a marked character, and that they appeared to give her much pleasure. Believing, however, that she is possessed of sense and prudence enough to judge for herself in a matter of this kind, we have in no way interfered with her preference, and it affords me great pleasure to corroborate, from my interview with herself, your sentiments as to reciprocity of affection. Allow me to add that your conduct has been so invariably characterized by honor and integrity during our now long intimacy, that Mrs. T. and myself have no hesitation in intrusting the future happiness of Julia to your care. You will excuse a parent's fond partiality when I say that her character and disposition are such as will give you no cause to regret your choice.

Mrs. T., Julia, and myself will be at home to-morrow evening, and will be happy to have your company if you are otherwise disengaged.

Meantime, with my hearty approval of your proposed union, in which Mrs. T. cordially joins, believe me ever

Yours very sincerely,  
ANDREW THOMPSON.

53. To a Letter from Her Intended Husband

MONTROSE, April 5, 19—.

*My Dearest May:*—If there is anything that can console me for my unavoidable absence from your side it is the pleasure of

anticipating in imagination the blissful time when I shall bask in the sunshine of your smile, and revel in the placid delights of a home made happy by the genial presence of a lovely and loving companion. I need hardly say how eagerly I long for such a relaxation from my present press of business engagements as will enable me to propose a definite day for our nuptials, but, if all's well, you may expect to hear from me on this subject in the course of next week. As I have just snatched a few moments' leisure to pen these lines, you will please excuse the brevity of my epistle, and believe, though absent, you are ever present in my heart. Write soon and often, my dear, for you know how I cherish every line that bears evidence of your affection, and how every sentiment you write is gratefully treasured in my memory.

With affectionate remembrances to your parents and all friends, and assurances of my continued and ever increasing love, believe me, dearest May,

Yours devotedly and sincerely,

HERBERT LAW.

#### 54. The Lady's Reply

FIRST PLACE,

April 9, 19—.

*My Dear Herbert:*—You have now acquired such a deep-rooted place in my affections that, next to your company and conversation, the receipt of your ever welcome letters is the greatest pleasure I have. I am delighted to hear of your continued welfare, and, believe me, like yourself, I look forward with hopeful and not unpleasing anticipations to the time when we shall become more indissolubly the partners of each other's joys and sorrows. Do not, however, allow our approaching union to interfere with any important business arrangements, nor think I will fret at the delay, for I feel so sure in your love and constancy, that the lapse of a few weeks will but increase the intensity of our mutual affection, and render more blissful that happiness of which at present we have only foretaste.

Papa and mamma desire kindest remembrances, and congratulations on the successful result of your late visit to Germany. They were apprised of the matter by your friend, Mr. Conrad, whom they met at Darrow, but as he could give no details, I shall

expect a particular account in your next; for nothing which affects your happiness in life can be a matter of indifference to them and more especially to, my dear Herbert,

Yours affectionately,  
MAY GUNTHER.

### 55. The Gentleman Proposing a Day for the Marriage

MONTROSE, April 15, 19—.

*My Dear May:*—Ever since I have felt secure in the confessed love of the object of my warm affections, I have been most anxious to realize our dreams of future happiness by the performance of those ceremonies which shall unite us forever, for better, for worse. All the preliminaries of importance being now definitely adjusted, I should wish our marriage to take place early next month, say on Wednesday, the 10th, if that day will suit the convenience of yourself and family. You will probably recollect that our dullest business season is about the middle of May, and I can get three weeks' absence, if necessary, which I suppose will be ample time for our pleasure tour, and for getting comfortably settled in our future home.

Should any arrangements require to be made before I have the pleasure of seeing you, just drop me a note stating your wishes, and I shall only be too happy to attend to them. Meantime, with assurances of my ever increasing affection, believe me

Your most attached and faithful

HERBERT.

### 56. The Bride's Reply

FIRST PLACE,

April 17, 19—.

*My Dear Herbert:*—Your kind and affectionate letter came to hand yesterday. So far as my own arrangements are concerned, the day you have named for our nuptial ceremony will suit me perfectly, and I have to thank you for the delicate compliment implied in fixing on the anniversary of my birthday as the day, which, I trust, will commence a term of connubial felicity for each of us. Papa and mamma desire their tenderest regards, and hope you can make it convenient to run over here to spend an evening with us before the end of this month. Of course there is another

person to whom your visit will be particularly agreeable, so don't delay, unless it should interfere with your business engagements.

By the bye, you refer to our pleasure tour after the ceremony? Have you planned any trip as yet, or would you like a suggestion.

Yesterday evening we had your old acquaintances, Mrs. and the Misses Falsome at tea with us. Miss Jane, I am sorry to say, has been indisposed for a few days, but I hope the return of milder weather will completely restore her. I intend asking her to be my bridesmaid in chief, an arrangement which I am sure will have your cordial approval.

Write soon and let me know when we may expect to see you.

Your most affectionate

MAY.

Herbert Law, Esq.

### 57. Inviting a Young Lady to Be Bridesmaid

BRIGHTON PLACE,

April 20, 19—.

*My Dear Jane:*—Yourself and certain others of my good-humored friends having often teased me about Mr. Law's gallantries, it will not be a matter of surprise to you to learn that such marked attentions have not been paid without some ulterior object in view. To make a long story short, therefore, the intimacy between Mr. L. and myself, begun several years ago, produced mutual esteem, esteem ripened into love, and love now promises the perfect fruit of matrimony! My dear Jane, you know a good deal of the tastes and harmony of dispositions of both Herbert and myself; now tell me candidly, do you think that we possess that unity of tastes and harmony of dispositions which are calculated to make the married state happy? I assure you it was not without very grave consideration of our respective characters, tempers, and suitableness, to promote each other's happiness, that I gave my consent, and the undisguised satisfaction which our prospective union has afforded to his relatives as well as to mine, has in some measure strengthened our conviction that neither has made a blind or imprudent choice. But to come to particulars, the marriage has been fixed to take place on Wednesday, 10th prox., and it gives me great pleasure to ask you to fulfill an agreement made in girlish days, when we little thought of such things as realities,

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to act as bridesmaid on the auspicious occasion. I am giving you this lengthened invitation to guard against the possibility of your having any other engagement, and requesting the favor of an early reply in the anticipation of a hearty and willing compliance.

Your very affectionate friend,

**MAY GUNTHER.**

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## FAMILIAR OR FAMILY LETTERS

Familiar letters are those of an intimate, friendly or affectionate nature; hence they are in character and style totally different from business letters.

In business letters the object of special attention is to write the communication in as clear and concise language as the sense will admit, while familiar letters claim a wider range of thought, a nicer discernment in the choice of words, a more finished and ornamental style of expression.

Embraced in this class of letters are those of a domestic or family nature, letters of courtesy, friendship and love. Some of these having distinctive characteristics will be presented under separate heads.

It is evident these different letters have a relative connection, yet each must represent a style peculiar to itself, regulated by the degree of respect the person addressed claims of us, by reason of age, relationship, the strength of our esteem, or the warmth of our attachment.

Letters of a domestic or family nature, especially those between parents and children, admit of the widest range in style. The expressions of love, the confidence of children in their parents, and the anxious regard of parents for the welfare of their children, afford never-ending themes of the most interesting description.

Letters of courtesy, friendship, and love, are all of the same nature—the promptings of the heart. A loving heart naturally imparts its glow to the written page, and this warmth is communicated by the mysterious power of words to the heart of the reader. It is this pleasure that excites the affections and awakens dormant friendships. How the heart heats with expectation in the perusal of a letter from one we love. How endeared becomes our connection by this spiritual communion, in which our minds, with an ardent zeal and devotedness, become united, and an eloquence and freedom indulged, perhaps never more felicitously.

The charm of correspondence arises from the degree of congeniality in tastes, from the impressed individuality and unstudied naturalness of the writer, from his genuine representations of affection and avoidance of strained or artificial expressions.

Remember the daily incidents, perhaps trivial and of small account to ourselves, but always so interesting and dear to those who know our surroundings or are acquainted with our associations.

The following selections will afford a practical illustration of the style appropriate for familiar letters:

1. **Thomas Jefferson to His Daughter, in Her Eleventh Year**  
(*Abridged*)

PHILADELPHIA, PA., Sept. 3, 1782.

*My Dear Martha:*—After four days' journey I arrived here without any accident and in as good health as when I left Toledo. The conviction that you would be more improved in the situation I have placed you than if still with me, has solaced me on my parting with you, which my love for you has rendered a difficult thing. The acquirements which I hope you will make under the tutors I have provided for you will render you more worthy of my love, and, if they cannot increase it, will prevent its diminution. Consider the good lady who has taken you under her roof; who has undertaken to see that you perform all your exercises and to admonish you in all those wanderings from what is right or what is clever, to which your inexperience would expose you; consider her, I say, as your mother, as the only person to whom, since the loss with which Heaven has pleased to afflict you, you can now look up; and that her displeasure or disapprobation, on any occasion, will be an immenso misfortune, which, should you be so unhappy as to incur by an unguarded net, think no concession too much to regain her good will.

As long as Mrs. Trust remains in Toledo, cultivate her affection. She has been a valuable friend to you, and her good sense and good heart make her valued by all who know her, and by nobody on earth more than me. I expect you will write me by every post. Inform me what books you read, what tunes you learn, and enclose me your best copy of every lesson in drawing. Write also one letter a week, either to your Aunt Fay, your Aunt

Wickwith, your Aunt Vernon, your Aunt Betsy, or the little lady from whom I now enclose a letter, and always put the letter you so write under cover to me. Take care that you never spell a word wrong. Always before you write a word consider how it is spelt, and, if you do not remember it, turn to a dictionary. It produces great praise to a lady to spell well. I have placed my happiness on seeing you good and accomplished, and no distress which this world can now bring on me would equal that of your disappointing my hopes; If you love me, then strive to be good under every situation and to all living creatures, and to acquire those accomplishments which I have put in your power, and which will go far towards ensuring you the warm and love of your affectionate father.

TH. JEFFERSON.

P. S.—Keep my letters and read them at times, that you may always have present in your mind those things which will endear you to me.

### 2. John Quincy Adams, Age Seven, to His Father

ANNAPOLIS, June 4, 1770.

Sir:—I have been trying, ever since you went away, to learn to write you a letter. I shall make poor work of it; but, sir, mamma says you will accept my endeavors and that my duty to you may be expressed in poor writing as well as good. I hope I grow a better boy, and that you will have no occasion to be ashamed of me when you return. Mr. Maxwell says I learn my books well. He is a very good master. I read my books to mamma. We all long to see you. I am, sir,

Your dutiful son,

JOHN QUINCY ADAMS.

### 3. From a Brother to a Sister

*My Dear Sister:*—I cannot find words to express the pleasure I felt on receiving your letter, after the long, long months of silence on your part. You, who live in civilized communities, cannot realize the intense pleasure we homeless vagabonds feel, in reading a letter from our loved ones far away. I suppose I am not different from the rest of my kind in that respect, and I know that a letter from you always brings the bright sunshine to

my heart, making me happy for days and weeks. Even after months of silence on your part, when I have become sad from disappointment and almost think that you have forgotten me, I will turn to your last; after reading it, I am happy again, and find a thousand excuses for you. Oh, sister, if you and others, living in your happy homes and surrounded by loving friends, could realize how the hearts of such wanderers as I hunger for a token of love from home; and how, when it comes we are often rehumanized, as it were, and saved from being totally lost, you would steal a little time from your many pleasures and devote it to sending us a word of love.

You tell me in your last that you "will try to convince me that it's not neglect" that has kept you from answering my letters. You, sister, who know my heart so well—better, perhaps, than any one else ever will—know that I do not think it is intentional neglect. No, I am sure it is not. You receive my letters and are glad; just then, perhaps, you have not time to answer, as you think you will put it off until to-morrow. Well, to-morrow there is some new care; and so it goes on for many to-morrows, till, finally, you think you will answer the next letter, and so you wait till the next comes, not realizing how bitter is my disappointment on the arrival of each mail, when I enquire for a letter and the answer is, "Nothing for you, sir." Dear sister, if you know any woman who has a brother in this far-off land, try to impress on her mind what I am trying to make you understand. There are thousands of rough fellows in this country, whose long isolation from woman's society and influence has made them uncouth in their manners, but whose hearts are warm and true as they were in early youth; and who love and treasure the memory of those far away with an intensity undreamed of by those who pass their lives surrounded by loving friends and relatives. You say that you "wish I would come back, and settle among my friends and those who love me." Dearest, you are asking an impossibility. I, like thousands of others, started out for this golden land, a mere boy, with bright hopes; those hopes have been disappointed, time after time, and now years have gone; I am almost an old man and am as far from the goal as when I started. Well, I have too much pride to go back and settle down to the life I left years ago. No, no! I must keep on till I accomplish what I started out to do, or till I lay me down in some wild cañon and end the

dream in death. True, I may finally arrive at the goal, as you say, but it may be when I have grown old and my heart has become embittered by disappointment; and then the wealth I seek may be a curse instead of a blessing. But hope for the best.

May all blessings be yours, and remember there is no mail from the East in which I do not expect to find a letter from my sister.

Your loving brother,

JAMES HERRINGSHAW.

#### 4. Lafayette's Grandson to the Mayor of New York

PARIS, Oct. 2, 1870.

*My Dear Sir:*—I have been absent from home and have but just received the American newspapers containing accounts of the ceremonies attending the inauguration of the statue of my grandfather, General Lafayette.

I am but performing a duty when I inform you in my own name and on behalf of my family, how much we have been touched and how grateful we are.

The inhabitants of New York have been pleased to secure, and now have among them, the very image of Lafayette, in the city which the combatants in 1776 saw in its infancy, and which has to-day become one of the first in the world. Nothing can better prove how just the war for American Independence was and how marvelous is the fruitfulness of its results.

The descendants of General Lafayette make their sincere acknowledgments to the citizens of New York and to all others who were associated with them in the ceremonies.

You having the signal honor to be the chief magistrate of the great American city, allow me to present to you personally the thanks of my family, with assurances of my own distinguished consideration.

OSCAR DE LAFAYETTE,

*Senator.*

#### 5. President Lincoln to the Widow of Joseph J. Gurney

"I am much indebted to the good Christian people of this country for their constant prayers and consolations, and to none of them more than yourself. The purposes of the Almighty are perfect and must prevail, though we erring mortals may fail to

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accurately perceive them in advance. We hoped for a termination of this terrible war long before this, but God knows best and has ruled otherwise. We shall yet acknowledge His wisdom and our own error therein. Meanwhile we must work earnestly in the best light He gives us, trusting that so working still conduces to the great ends He ordains. Surely Ho intends some great good to follow this mighty convulsion, which no mortal could make and no mortal could stay."

**SOCIAL LETTERS OF INTRODUCTION**

A Letter of Introduction is the medium by which one friend is made known to another.

They should be brief, expressive of the estimation in which you hold the person introduced, and without excessive praise or commendation. They should not be given to any one you would not have the members of your family associate with, and, if your acquaintance with the person is not of long standing, you should mention in the letter by whom they were introduced to you.

These letters may be delivered in person, or sent enclosed with a card bearing the name and address of the gentleman introduced. The writer of the letter should never seal it.

**1. Introduction to a Friend and His Family**

CHICAGO, ILL., Aug. 29, 19—.

*My Dear Mr. Clarkson:*—Allow me to introduce to you, and to your delightful family, Mr. Henry Watson, of this city, and intending to make his future home in your State. I am not so well acquainted with the young man himself as I am with his father, but I think the son of such a father must be a desirable acquaintance. I have no need to ask friendly offices for him; I know you too well to think that necessary.

My family send you much love, and wish to be remembered in all kindness to yours. Let me hear from you soon.

Yours very truly,

JOHN JOHNSON.

T. Clarkson, Esq.,  
Decatur, Ill.

**2. Introducing a Fellow Student**

HILLSDALE COLLEGE,

HILLSDALE, MICH., Nov. 2, 19—.

*Dear Charles:*—This will be handed you by my chum, John Scott, in town on a little matter of business. I have told him

so much about you and Sis, I am sure he will be at home with you. He is a right good fellow, so give him a brotherly welcome.

Yours, as ever,  
HARRY.

C. O. Bingham, Esq.,  
40 Sherman Street,  
Dayton, Ohio.

### 3. Short Form of Introduction

CHICAGO, ILL., June 1, 19—.

*Dear Sir:*—I have the honor of introducing to your acquaintance Mr. S. M. White, whom I commend to your kind attentions.

Very truly yours,  
F. A. WALT.

Mr. James Clark,  
Milwaukee, Wis.

### 4. Another More Commonly Used

BOSTON, MASS., Oct. 1, 19—.

MR. PETER MERRILL,  
Troy, N. Y.

*My Dear Sir:*—It affords me great pleasure to introduce to you my esteemed friend, Mr. A. M. Wilson, of this city. Any attention you may be able to show him will be gratefully acknowledged and cheerfully reciprocated by your old friend,

FRANK DONOHUE.

### 5. Introducing a Friend on a Pleasure Trip

ROCHESTER, N. Y., May 2, 19—.

*My Dear Harris:*—By this allow me to make known to you Mr. John A. King. He is on a pleasure trip to your city, and, being an old friend of mine, I am only too happy in being privileged to present him to you, knowing in your companionship he cannot fail having a jolly good time. Believe me, as ever,

Yours sincerely,  
PAUL SCHMIDT.

Mr. L. E. Harris,  
Albany, N. Y.

**LETTERS OF CONGRATULATION**

A Letter of Congratulation is one to a friend or acquaintance, with expressions of sympathy and pleasure at the good fortune, success, prosperity, or other happy event attending them.

These letters should be full of lively sentiment and good will, avoiding every kind of unpleasantness, advice, bad news, or anything that might be construed as envious or insincere.

They should be dispatched as soon as possible after hearing of the event.

**1. Birthday Anniversary**

GRAND RAPIDS, MICH., June 10, 19—.

*My Dear Eddie:*—Birthdays may be called the milestones in life's journey, and, as you reach another of these anniversary landmarks to-day, permit me to congratulate you on having traveled thus far in safety, and to wish you, with all my heart, many similar opportunities of receiving the good wishes of your friends. That your future years may glide happily away, without care or sorrow, is the heartfelt prayer of

Yours most sincerely,

J. M. WENTWORTH.

To Mr. Edward Scott,  
Joliet, Ill.

**2. On Marriage**

PORT WASHINGTON, Oct. 20 19—.

*My Dear Jameson:*—The tidings of your happy marriage have just reached me, and I sincerely wish you joy and prosperity in this now new life upon which you have embarked. I have long known the constancy of your attachment and the devotion which you have cherished for the one now so completely entrusted to your keeping, and I am confident in the belief that your efforts will not be wanting to ensure every advancement of the material comforts this union may bring upon you. That your enjoyment of

these earthly felicities may be combined with Heaven's choicest blessings, is the prayer of

Your true friend,

Chas. Jameson, Esq.,  
New York City.

WILLIAM HAYDEN.

**3. Anniversary of a Silver Wedding**

*Dear Friends:*—It is seldom one is privileged to add a tribute congratulatory to twenty-five years of wedded life. With such an opportunity, memory dwells on the tranquillities and vicissitudes experienced. The thoughts, turning from care, troubles and anxieties, review with more cheerfulness the felicities of the past, so natural is it for us to overlook the shadows and see only the brightness, even though it be but the "silvery edge." With such pleasant memories, dear friends, I pray you may continue on through life's journey, and may your paths be strown with flowers of kindness and affection; and, while looking at the bright, pure surface of the gift accompanying this, may you see the foreshadowing of a blessed future.

Your sincere friend,

HENRY LAKE.

**4. Thomas Jefferson to General Washington**

MONTICELLO, Oct. 28, 1781.

*Sir:*—I hope it will not be unacceptable to your Excellency to receive the congratulations of a private individual on your return to your native country, and, above all things, on the important success which has attended it. Great as this has been, however, it can scarcely add to the affection with which we have looked up to you. And if, in the minds of any, the motives of gratitude to our good allies were not sufficiently apparent, the part they have borne in this action must amply convince them. Notwithstanding the state of perpetual solicitude to which I am unfortunately reduced, I should certainly have done myself the honor of paying my respects to you personally; but I apprehend that these visits, which are meant by us as marks of our attachment to you, must interfere with the regulations of a camp and be particularly inconvenient to one whose time is too precious to be wasted in ceremony. I beg you to believe me among the sincerest of those who subscribe themselves your Excellency's most obedient and most humble servant.

TH. JEFFERSON.

## LETTERS OF CONDOLENCE

A Letter of Condolence is one in which the writer expresses sympathy for the sorrows and afflictions of another.

They are the most difficult and important of any which friendship or affection can dictate. The most simple and soothing language the heart can give expression to is the most acceptable to the sufferer.

Do not attempt reasoning or rehearsing the cause of the distress; do not appear stiff or constrained in your language.

Courtesy demands that letters of condolence on death should be written on black-edged paper, even though unacquainted with the deceased.

### 1. On the Death of a Child

NEW YORK, July 24, 19—.

*My Dear Sir:*—Seeing in the *Herald* the death of your sweet child, whom I so well remember, impels me to write you a word. I offer no consolation, and I need not assure you of my sympathy. But you and your wife are still young and hopeful; other children will doubtless be lent you; and though you will never forget the firstling of the flock, nor fail to remember her with a pensive and chastened sadness, yet you will live to realize, even in this state of being, how wisely prescient and merciful is the chastisement which "smites hut to heal."

Let me give you, in this connection, a leaf from my experience.

I have had seven children, of whom five are gone. Of three sons none survive, and two of them were, respectively, five and a half and six years of age when they were reclaimed. I need not say how beautiful and good they were—the early called are always thus. When the first of them died my youth ended. I thought I could never be sorely stricken thenceforth. Yet in due time there came another, not so delicate, so beautiful, so poetic; yet so loving, so tender, so devoted to me, that I thought I had never been understood before. I cannot remember that during

his six years' abode with us he even wished to contravene my will.

I left, January 14th, for that hard western tour, in good spirits and good general health. At Galesburg, after leaving you, I had a letter dictated by him, leaving him in excellent health. I had no more till I reached Scranton, Pa., on my way home, when a telegram reached me during my lecture, stating that he was dangerously ill of croup. I hastened home next evening at eight, only to find him dead an hour before, after enduring a severe operation and extreme suffering. With him I buried my last earthly aspiration. I have two little daughters, one eight years old, and the other but four months, having been born since his death, but they are very different from, and do not replace, him.

Yours truly,  
HORACE GRADY.

2. Charles Dickens on the Death of a Child

*My Dear Mark:* We are indeed greatly grieved at your calamity. I have no need to tell you, dear fellow, how constantly you are in our thoughts, and that I have not forgotten, and never can forget, who it was that watched with and comforted me the night a little place in my house was left empty. We know you will both have found comfort in the blessed relief from which the sacred figure with the child on His knee is in all stages of our lives inseparable. "For of such is the kingdom of Heaven." It is hard, God knows, to lose a child of any age, but there are many sources of comfort in losing one so young as yours. There is a beautiful thought in "Fielding's Journal from This World to the Next," where the little one he had lost was found by him radiant and smiling, holding him a hower in the Elysian Fields, where they were to live together when he came. Ever, old friend,

Yours sincerely,  
CHARLES DICKENS.

3. Thomas Jefferson to John Adams on the Death of Mrs. Adams

MONTICELLO, Nov. 13, 1818.

The public papers, my dear friend, announce the fatal event of which your letter of October the 20th had given me ominous

forehoding. Tried, myself, in the school of affliction, by the loss of every form of connection which can rive the human heart, I know well, and feel what you have lost, what you have suffered, are suffering, and have yet to endure. The same trials have taught me that for ills so immeasurable time and silence are the only medicine. I will not, therefore, by useless condolences, open afresh the sluices of your grief, nor, although mingling sincerely my tears with yours, will I say a word more where words are vain, but that it is of some comfort to us both that the time is not very distant at which we are to deposit in the same cement our sorrows and suffering bodies, and to ascend in essence to an ecstatic meeting with the friends we have loved and lost, and whom we shall still love and never lose again. God bless you and support you under your heavy affliction.

TH. JEFFERSON.

#### 4. On the Loss of Property

QUINCY, ILL., Aug. 24, 19—.

*My Dear Mr. Williams:*—Your recent misfortune in the loss of property at Stony Creek has proved a very serious matter, and I am deeply pained at the disastrous circumstances attending the same. It is a hard trial to see consumed in a few hours the work of years; but, knowing your disposition, I cannot believe you will become disheartened, or, in any sense, give way to melancholy. On the contrary, I firmly believe your usual activity and enterprise will suggest some plan for speedily restoring to its former beauty and elegance the charms and surroundings formerly the pride of the place. You have my warmest sympathy and best wishes, and if I can in any way further your interests, believe me ever ready to do so.

Very cordially yours,

H. J. MASON.

#### 5. On Business Embarrassment

CHICAGO, ILL., May 1, 19—.

*My Dear Friend Meherley:*—I have to-day learned of your business embarrassments, and, with regret, your despondency over this misfortune. I need hardly assure you of my sympathy and faith in your honorable discharge, to the best of your ability, of

your obligations. It is extremely unpleasant and humiliating, especially to such sensitive natures as yours, to pass through these ordeals; but, having the confidence of many former associates, you may with energy and resolution regain lost ground and reap the reward due to honor and integrity.

Believe me, ever, your friend,

GEO. M. REED.

A. H. Meherley, Esq.,  
Wellington, Kan.

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## **RULES FOR CONDUCTING PUBLIC DEBATES AND MEETINGS**

### **ELECTION OF CHAIRMAN**

The chairman selected should be a man held in respect.

He should be a man of maturity and commanding personal appearance.

He should possess a fitness for the office: this includes intelligence, business tact, self-possession and standing in society.

The chairman should be chosen by nomination, and each person named. The motion being seconded should be voted for until the choice is made.

The chairman chosen should always be properly conducted to the chair, and he may be introduced to the meeting in a brief speech.

On taking the chair, a few words of remark upon the part of the chairman are in order, and generally expected.

### **THE DUTIES OF THE CHAIRMAN**

It is improper for the chairman to hold conversation with any person while the floor is occupied by a speaker.

No person should accept the office of chairman unless he is prepared to resign all thoughts of promoting any private views of his own.

When a motion is presented to the meeting it should be read by the chairman and objections called for; there being none, the motion should be put to the meeting and decided by a majority of votes.

Persons wishing to advocate the motion should be allowed to do so.

If there be any objection, it must take one of the following shapes: it must be an amendment or negative, or to postpone, or for the previous question, or to adjourn the meeting.

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