

THE ETIQUETTE OF CORRESPONDENCE

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The Etiquette of Correspondence by Helen E. Gavit

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HELEN E. GAVIT

**THE ETIQUETTE OF
CORRESPONDENCE**

We use one style when we think that only those to whom we write will read our letters; and another when many will read them. CICERO.

Letters are intended as resemblances of conversation, and the chief excellencies of conversation are good humor and good breeding. WALSH.

The ETIQUETTE of CORRESPONDENCE

BY HELEN E. GAVIT, BEING ILLUSTRATIONS
AND SUGGESTIONS AS TO THE PROPER FORM
IN PRESENT USAGE OF SOCIAL, CLUB, DIPLO-
MATIC, MILITARY, AND BUSINESS LETTERS,
WITH INFORMATION ON HERALDIC DEVICES,
MONOGRAMS, AND ENGRAVED ADDRESSES.



NEW YORK
A. WESSELS COMPANY
1900

TO
THE MISSES ELY

THE
MISSES
ELY

P r e f a c e

*I*T is the aim of this little volume to give suggestions rather than instruction, to answer by illustration and example the constantly recurring questions relative to proper form and expression in social and business letters. Present use and established custom, when consistent with rhetorical requirements, have invariably been given the preference to the exclusion of personal opinion and prejudice.

The author desires to express her appreciation of courtesies and helpful advice cheerfully tendered during the preparation of this work.

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Preface

all engraved forms of invitation and card etiquette; to Messrs. Dempsey and Carroll, art stationers, for permission to use in illustration crest, motto, address, and monogram dies; to leading clergymen and to members of the College of St. Francis Xavier and The Academy of the Sacred Heart for assistance in clerical titles; to commandants at military and naval posts, as well as to authorities in the world of fashion and letters for the knowledge which alone gives value to these suggestions on epistolary form in the beginning of this twentieth century.

H. E. G.

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