

BOOK OF BUSINESS LETTERS, PART ONE

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Book of Business Letters, Part one by Charles Currier Beale

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CHARLES CURRIER BEALE

**BOOK OF BUSINESS
LETTERS, PART ONE**

not copy

BOOK OF

BUSINESS LETTERS

COMPILED FROM ACTUAL WORK, FOR THE USE OF TEACHERS,
STUDENTS, STENOGRAPHERS, AND TYPEWRITERS

BY CHARLES CURRIER BEALE

Part One, Second (revised) edition



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DEPARTMENT OF EDUCATION
LELAND STANFORD JUNIOR UNIVERSITY

DEDICATORY

TO ALL WHO HAVE STUDIED ARE STUDYING AND WILL STUDY
PHONOGRAPHY

ESPECIALLY THOSE WHO HAVE USED ARE USING OR WILL USE
SIMPLIFIED PHONOGRAPHY

THIS LITTLE BOOK IS DEDICATED WITH THE SINCERE WISH THAT
IT MAY PROVE A STEPPING STONE TO THAT

ACTUAL PRACTICE

TO WHICH SO MANY THOUGHTS AND EFFORTS ARE DEVOTED

INTRODUCTORY.

Feeling the need of a good dictation book, to consist of actual letters, which have been dictated and sent out in regular course of business, the compiler has prepared this book, partly from his own notebooks of dictation taken in former stenographic positions, and partly through the kind assistance of some of his own pupils, who have contributed letters taken in the course of their regular work. Care has been exercised to select letters of various lengths, form, and character of contents. The verbiage has been in no case altered, but the addresses and signatures, for obvious reasons, are omitted, and may be supplied by teacher or pupil, as may be seen fit. A facsimile of a model typewritten letter may be found at the end of the book.

Miscellaneous:

1. Dear sir:—We enclose our check for \$25.34, covering our account for last week. Yours truly, (16 words.)

2. Dear sir:—We enclose part of our letter of Sept. 23, which was missent. If you have not already given your attention to the matter, we trust you will do so on receipt of this. Yours truly, (37 words.)

3. Dear sir:—Since writing you yesterday, we have received your check for \$30.00, which we are placing to the credit of your account. This leaves a balance of \$23.82, as per statement enclosed. Please protect our draft for the amount, which we will make on the 28th. Yours truly, (49 words.)

4. Gentlemen:—We are advised that you are in trouble, and write to ask that you will inform us at once what the condition of affairs is. If there is any just cause for your reported attachment, we are surprised at your having made the recent purchase from us. Please let us hear from you promptly. Yours truly, (57 words.)

5. Gentlemen:—Our draft of the 23d inst. comes back to us without explanation. We are very much surprised at your allowing it to be returned. We think there must be some mistake about it, as the account is long past due, and we must request an immediate remittance covering it.

Please oblige us by sending a check for same by return mail.

Yours truly, (64 words.)

6. Gentlemen:—We have your letter of the 23d inst., and note its contents. We cannot understand why you repeatedly put us off in the matter of payment, as you have done. We are unwilling to allow the account to run longer. We name very low prices on our goods, with the expectation of having our bills met at maturity, and it is only on this basis that we do business with anybody. It is necessary that we should have the account settled in full this month, and we shall look for a settlement from you without fail, previous to Oct. 1.

Yours truly, (104 words.)

7. Gentlemen:—Your many favors are at hand, and we must apologize for not answering earlier, but the fact is, as you doubtless are aware, we have had practically nothing new about which to write. The market here still keeps steady, and trade is very good for the fall.

We have no orders to send you by this mail, but shall be most happy to send you one when opportunity offers. We thank you for sending us lists of prices, and keeping us posted in regard to the market in London, and assure you we appreciate your kindness.

Yours very truly, (100 words.)

(Telegram.)

8. Dear sir:—No invoice yet. Am hurrying shipments.

Yours truly, (10 words)

9. Dear sir:—We return your invoice of the 21st inst., for correction, which, as you will see, is \$2.10 short. Please return corrected bill, and oblige

Yours respectfully, (28 words.)

10. Gentlemen:—Please ship our order No. 964, to Malden, by Boston & Maine, from Boston, as it is the cheapest way to ship to Malden. Please add this direction to our order, and oblige

Respectfully yours, (36 words.)

11. Dear sir:—The check you promised us three weeks ago has not yet reached us. Since then several calls have been made at your office, unattended with success in finding you. We now beg to say that a check for the amount of our bill, \$464.75, received by tomorrow, will be satisfactory, and greatly oblige

Yours truly, (57 words.)

12. Dear sir:—Yours of yesterday at hand, in which you say that we shall receive our due as soon as possible. That is rather indefinite, and we now beg to notify you that, unless the account is settled this week, we shall put the matter in the hands of our attorney, for collection.

Trusting that you will make this step unnecessary by remitting at once, we remain

Yours truly, (69 words.)

13. Dear sir:—We enclose statement of your account, now due, of which we must request an immediate payment. Please send us a check at your earliest convenience; or, if agreeable to you, we will draw on you at sight, on the 27th, for the amount of the enclosed bill. Please let us hear from you as soon as possible.

Very respectfully, (61 words.)

14. Gentlemen:—Please find enclosed a lawyer's letter, which explains itself. Please ascertain what the claim is, and let us know as soon as possible.

Yours respectfully, (26 words.)

15. Dear sir:—Your favor at hand. We mail to you catalogue and sample-book of our line of wall-papers of every variety known to this market, including both foreign and domestic goods of all grades and prices. We shall be pleased to receive your order, which will receive our prompt attention.

Yours truly, (54 words.)

16. Dear sir:—Why do we not hear from you in regard to your account, long since due? If the goods were not entirely satisfactory, we want to make them so; and, if they were, we want our pay for them. We wish your trade, but do not wish such slow accounts, as there is no money in them. Please let us hear from you at once.

Very respectfully, (68 words.)

17. Dear sir:—Yours of the 10th at hand, and in reply will say that we will do the best we can to get your orders along on time. As we stated to you before, the only cause of delay will be shortage of cars to load at the mill, and that cannot be helped. Will do the best we can to ship promptly.

Yours truly,

(65 words.)

18. Gentlemen:—On Aug. 7 we mailed you a copy for change in our "ad." We observe that for two successive issues since that day, you have made no change in the advertisement; neither have you placed us at the top of the column, as we bargained for. We consider these things proper subjects of inquiry on our part, and we expect an immediate explanation of this apparent neglect:

Yours respectfully, (70 words.)

19. Gentlemen:—Your letter in answer to mine, relating to repairing carriage that I purchased of you, duly received. How long would it take to repair carriage, if I ship it now? The carriage is at my summer residence, and I have been using it nearly every day, until my coachman pronounced it unsafe. In your judgment, will the carriage be safe to use the balance of the season? The spokes are started from the iron hubs, but, if they do not start any more, perhaps I could get along with it the remainder of the season. I would like your opinion on the matter. Awaiting your reply, I remain

Yours respectfully, (111 words.)

20. Dear sir:—We have had a great many complaints lately, from our shipper and teamsters, relating to the delay you cause them by not delivering goods promptly. In the future, when we send you a preparatory order, and you have not the goods, we shall expect you to notify us when the goods will be ready, and then keep your agreement, and deliver the goods promptly. We do not have reference to the delay caused by the strike, but it has occurred off and on ever since we have traded with you. If our account is of any importance to you, we advise you not to have this occur in the future. If it does, we shall charge to your account, twenty-five dollars for each and every case where you cause us this delay.

Yours very respectfully,

(137 words.)

21. Dear sir:—Our man has just seen Mr. Smith, regarding the goods of ours that are in their New York office. Mr. Smith stated to our man, that he would have nothing to do with the matter, as to helping us reclaim our property, and that the only way we could get our property, would be to go to New York, and replevin the same from the Adams Express, in New York. This would be, as you know, very expensive for us. We think Mr. Smith is acting very singularly in this matter, and most unbusinesslike; for why he should discriminate between Brown & Co. and us, and assist Brown & Co. to get their goods, we are at a loss to understand. We wish you would see Mr. Smith, this morning, and see if the matter can not be arranged.

Awaiting your reply by bearer, we are

Yours respectfully, (150 words.)

22. Gentlemen:—The Champion cash box that I ordered from you, is all, and even more than I expected. I know of no better arrangement as a safe place for important papers.

Yours respectfully, (33 words.)

23. Dear sir:—We enclose our check for \$37.50, in payment of enclosed bill, which please receipt and return, and oblige

Yours truly, (22 words.)

Furniture:

24. Gentlemen:—Your postal in regard to barber chairs, duly received. In reply will say that all we know, after looking over your lease, is that the amount is \$25.00, and we decline to make any discount thereon.

Yours respectfully, (39 words.)

25. Dear sir:—Yours of the 9th at hand. We send you today general catalogue of household goods. If you will send us a list of the articles you desire, with the prices you wish to pay for same, we will give you terms on the amount.

Yours truly,
(48 words.)