

**THE ART OF CORRESPONDENCE: HOW  
TO CONSTRUCT AND WRITE LETTERS  
ACCORDING TO APPROVED USAGE.  
CONTAINING MODEL BUSINESS,  
SOCIAL, AND LOVE LETTERS**

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The Art of Correspondence: How to Construct and Write Letters According to Approved Usage.  
Containing Model Business, Social, and Love Letters by John S. Locke

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**JOHN S. LOCKE**

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CONTAINING

**Model Business, Social, and Love Letters**

BY DISTINGUISHED WRITERS,

WITH THE

*ETIQUETTE FOR USING WEDDING  
AND CALLING CARDS.*

BY  
JOHN S. LOCKE.

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BOSTON:  
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1884.

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1883.

## PREFACE.

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THIS volume contains familiar facts, conveniently classified and arranged, so as to make it a valuable handbook for all classes of society, but it is especially intended for those who have a limited knowledge of the principles of grammar and rhetoric, and the habits of polite society. All technicalities have been avoided in the rules given, — plain, comprehensive language being chosen, so that those who have not had an opportunity of learning letter-writing in the school of experience will find a manual of plain instruction.

No principles have been laid down that have not the sanction of the best authorities, and the model letters are from persons of distinguished culture and refinement.

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THE ART OF CORRESPONDENCE.