

Download How To Write A Professional Reference Letter

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Write clearly and concisely so that the reader can understand the report after just one reading. Frame your report objective in the form of a solution to a problem. Write for your audience. Reflect on what they want to know and how they want to be told the information.

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Writing a reference letter for someone can prove to be a daunting task. But, with a little help and a few ideas, you can come up with a fantastic draft that does justice to the person you're writing for.

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Write your greeting. To keep things professional and sophisticated, always open your email with a formal greeting, like "Dear Mr. Lu". Depending on your relationship with the recipient, you can address them as expected, either with their entire name and title, or just their first name.

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