

TLT RESOURCES

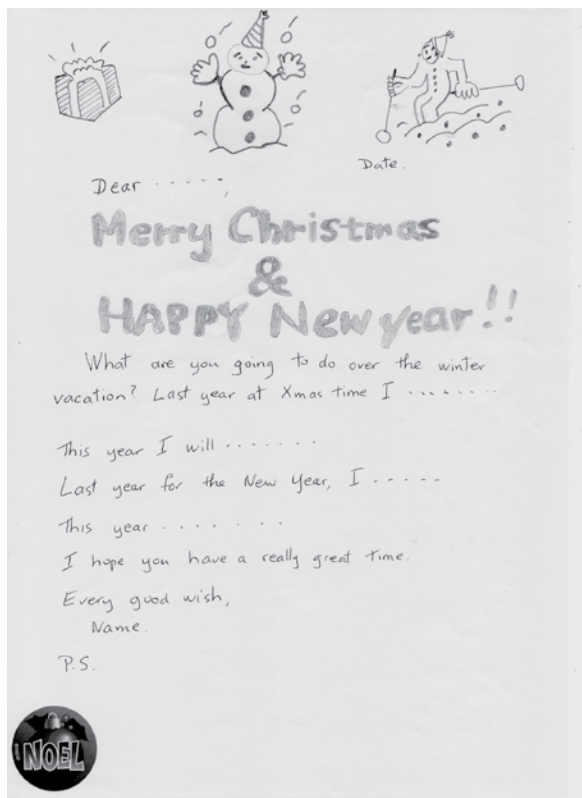
# MY SHARE

## English for special occasions (ESO): The art of letter writing

Elizabeth J. Lange, Tokai University, Japan

### Appendix A

#### Example letter template



### Appendix B

#### Model letter

