

The Craziest Business Letters Ever

By Dax Cheng
(The Zany Consultant)

Writing-Business-Letters.com

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The author and publisher would also like to apologize to the Mafiosi for the use of the Al Capone name and hope that they will not be sleeping with the fishes.

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Special thanks to Shaun Fawcett ([The Instant Business Letter Kit](#))

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Foreword

Dear Bored Reader,

As the owner and author of Writing-Business-Letters.com I review many and recommend very few products on business letters that are out there.

[The Instant Business Letter Kit](#) by Shaun Fawcett is one that I wholeheartedly recommend. In my opinion, this is the best book out there on the subject. However, there is one statement on the web site that caught my eye:

If you need to write a standard business letter and you don't think that any one of the 101 business-letter templates included in the Kit will cover your situation, **just let me know and I'll draft a one-page letter for you!**

Yes, that's right! If you find a business letter situation that the Kit won't cover, I'll cover it for you. Now, there's **an offer that's pretty hard to beat!**

This Free Writing Service Offer is **valid for one full year** from your purchase date.

Now no one can put such a statement out there without asking for trouble. I want to test this out. So, I came up with 10 of my own "zany" situations and modified Shaun's real-life templates from the Instant Business Letter Kit.

So, can the templates really fit the most unusual and crazy business situations I can think of?

The answer: **YES!**

The following letters are the results of that experiment.

So grab a cup of Java Mocha, and let the madness begin.

Regards,
Dax Cheng
The Zany Consultant
Writing-Business-Letters.com

P.S. If you want a copy of The Instant Business Letter Kit, just [click here](#).

Job Reference

November 22, 2006

Re: Employment Reference - Pigathius Lee a.k.a. Miss Pig

To whom it may concern:

This serves as confirmation that Miss Pig worked under my direct supervision as an Assistant Karate Trainer from January 2004 until June 2006. During this time, Miss Pig went from a receptionist to a black belt with the ability to teach others the Karate chop.

Miss Pig showed a natural ability in directing female participants to be more aggressive and take charge. Whether it was dealing with a love interest with Le Frog or overcoming the obstacles of selling a play in New York, Miss Pig took initiative and zeroed in on what she wanted with great passion. She created great energy and drama whenever she was around.

Her performance evaluations indicate that Miss Pig was often the center of attention and commanded the floor during workout sessions. She is suited for high visibility positions where she holds a power role. She can become frustrated and overwhelmed when others are left in charge. Once we clarified that customer service meant not arguing or becoming violent with clients, there was steady improvement in her performance. A milestone was reached when she made it an entire day without throwing the telephone at the door, on the floor, at someone or across a room.

Based on the one and a half years of interaction with Miss Pig, I believe she has a high potential to become a top performer as an exterminator in the pest control field. Those bugs don't stand a chance against her!

For further information and clarification of these items, I can be reached at (888) 555-1234.

Sincerely,

Jackie Chan
Owner/Operator of Hollywood Karate Studios

Invoice for Dance Contestant

INVOICE#10015

To:	Dancing with Weird Al Contestant Danica Wild 999 Spotlight Drive New York, NY 10010	From:	Bill "Bojangles" Robinson Best Agents in Town Agency 121 Get Your Break Avenue Suite #10 Burbank, CA 97211
Fax:	888-222-3344	Pages:	1
Phone:	888-222-3355	Date:	April 20th, 2006
Re:	Invoice for Services Rendered	CC:	

This serves as an INVOICE for all services and supplies rendered while preparing for your application as a contestant on Dancing with Weird Al. Work was performed starting in January 2006 with services completed once you were eliminated in March 2006.

An itemized listing of expenses:

Consultant and Agent Fees	\$5,000.00
5 Sessions (\$100 each) at Rumba Mumba's House of Dance	\$ 500.00
Custom Costume Creation including:	\$ 650.00
- Glo in the Dark One Piece (\$200.00)	
- Matching Couples Pirate Outfit (1/2 of \$600.00 fee)	
- Pink Sparkly Tutu (\$150)	
Make-up and Accessories	\$ 417.99
- 10 pairs of fake 2' eyelashes (\$22.99)	
- 2 sets of tips with custom polka dot polish finish (\$45.00)	
- Hot pink stiletto dance shoes (\$150.00)	
- Consultation and make-up products with Rico (\$200.00)	

TOTAL Amount Owing (payable within 30 days of Invoice date) = \$ 6,567.99

You had great moves so there's no doubt that you'll continue your dance career. Should you need our services again, please don't hesitate to contact us.

Cheers,

Bill "Bojangles" Robinson
Agent in Charge

Project Meeting Summary for an Evil Organization

November 25, 2005

Dear Professor Evil Badguy:

Re: Doomsday Device Project - Monthly Status Report - October 2005

The overall project is progressing well and is on schedule for full commissioning in May, 2006.

Nuclear Warhead

We have successfully acquired a nuclear warhead from the CIA storage facility in Area 51. The security guard on duty was very helpful for a modest fee of one dozen cream puffs.

Laser guided missile

This project is now 95% complete. Final inspection is now underway. The NASA scientists were persuaded to continue the project once we feed one of them to the mutated two headed beavers. The missile should be operational by February 15th.

Agent Goody

All available fem-bombshells are currently distracting Agent Goody and we do not expect him to have enough juice left to stop us by February 31st.

As always, you are welcome to attend our semi-monthly project review meeting. It will be held in the Main Boardroom of the Evil Towers on Thursday, Dec 5th at 1:00 p.m.

Sincerely,

Alottof Bush
Evil Project Manager

Collection Letter: Final Appeal to Al Capone

September 23, 1932

Alphonse G. Capone
Previously residing at:
7244 South Prairie Avenue
Cicero, IL 60804

Currently residing in Alcatraz
Prisoner #AZ-85

Sent by Certified Carrier

Dear Mr. Capone:

Final Notice: Regarding Outstanding Balance on Invoice #101 - September 1, 1928 - \$2,200.00

You have repeatedly ignored our written requests for payment of the above-noted invoice for construction of a custom marble lavatory and septic system on your property in Palm Island, Florida. While we understand that your current imprisonment makes communication difficult, we have not received any word or explanation for your lack of payment from any of your "people" as well.

Consequently, unless we receive payment in full by the end of the business day, September 30, 1932, we will have to consider your account in a state of default and take the necessary steps for collection. We would rather not do this since it will result in damaging your public persona and mar your credit rating.

We urge you to please give this matter your full attention now, before it's too late, and send your payment to us immediately.

Sincerely,

Dottie Duncan
Tough Guys Construction
Accounts Receivable

cc: Mr. Salvatore Caruso, Owner

Introduction of New Poop Scooping Service

March 15, 2006

Cindy Luwho
22 Winding Way
Whoville, NH 03601

Dear Ms. Luwho:

Introducing a new way to deal with poop! Your dog's of course. On April 1st, 2006 we will debut our new innovative service, Smelling Like a Rose Poop Scooping.

After years of feedback that poop pick-up methods aren't kind on the olfactory senses, we listened to you. Our revolutionary approach to this necessary evil is to not only handle this chore for you but leave things smelling like roses afterwards. This includes:

- Full yard patrol with a nose for finding the offensive material
- Removal of waste to controlled tank (think Diaper Genie for dogs!)
- Insertion of scented time-release capsule into lawn

With the use of your home being paramount to letting children run, guests enjoying the property and your own quality time, we take the onus of keeping up with Fido. Now you have the time to just sit back, relax and enjoy!

The innovative poop removal system was developed by the same beloved creators of the As Seen on TV best seller, Rocket Fishing Rod. Using the same propulsion system as the fishing tool, our scented capsules are placed in the optimal place for time-released scent. The sweet aroma left behind is a welcome change from hoping a downwind will keep any unpleasant whiffs away.

We invite you to not only try this service for yourself but to refer us on to friends and family that may also benefit. Soon we'll have entire neighborhoods wrapped in a rosy smell.

We look forward to being your go-to pooper scoopers!

Best regards,

Oscar De La Renta
President

Order Confirmation for 12 Quarts of Blood

February 17, 1914

Count Dracula
36 Biting Neck Way
Transylvania, England

Dear Count Dracula:

Re: Order No. 7552 - 12 Quarts of Fresh Blood

The purpose of this letter is to confirm that payment has been approved and we will be shipping your order this week. Details are as follows:

(12) Quarts of fresh blood - never frozen and individually wrapped in sealed containers. Items are sent in a fresh pack to preserve flavor and purity. There are no preservatives or additives in the substance and this order comes with a limited two-month warranty.

An amount of \$199.00 has been charged to your account in the name of Tasty but Difficult to Find Sensations.

Your order will be shipped to the above address by surface transport within the next three (3) days, and is guaranteed by the shipping company to arrive at destination within five (5) days of the shipping date.

If you have any questions about your order you can call our customer support line at 1-800-888-2121 and we will be happy to look after you.

Thanks for ordering from Tasty but Difficult to Find Sensations. We look forward to any future orders that you place.

Yours truly,

Abe Van Helsing
Your Customer Service Representative

Complaint Response for Bad Waxing

June 20, 2005

Mr. Steve Carrell
2215 West Beach Road, Apartment 151
Sarasota, FL 34242

Dear Mr. Carrell:

I am writing this to offer my sincere regret on behalf of the Smooth as a Baby's Behind Wax Shop. Specifically, I am referring to the recent letter of complaint about the unfortunate experience you had on Friday, June 5th.

There were two unfortunate misunderstandings that impacted the success of your waxing treatment. Our technicians were informed that you wanted full chest and back hair removal not just a shoulder application. We were also under the impression that you understood the pain involved in this type of procedure and the possible skin reactions that could occur. Thus, when I heard of your torturous experience, I was mortified.

Your reaction is valid. Skin lesions and a full body rash are not to be taken lightly. I hope that at this point you have fully recovered and that your work schedule was not interrupted. In the meantime, I want to reassure you that this type of occurrence is highly unusual and will not happen again. It is our goal to earn back your business and prove that we are masters of the waxing world with high standards.

To reassure you that we are taking your complaint very seriously, I want you to know that we have put all technicians through a training course on customer communications. In addition, serious operational measures have been taken to make sure there is never a repeat of such a situation.

I realize that we can't fully compensate you for the pain that you suffered. However, we would like to offer you some reparation as a way of asking you to give us another chance. Enclosed is a reimbursement of \$50 for the initial waxing service charge. In addition, I have included a book of 10 free waxing coupons for you to use at your discretion. I feel strongly that once we have the chance to redo the situation, you'll find our services to be top notch.

Should you have any further concerns, please feel free to contact me personally at 1-800-222-6789.

Yours sincerely,

Nancy Mayberry
Vice-President, Client Services

Enclosures (2)

Reference for a Former Customer

April 21, 2003

To whom it may concern:

Credit Reference: Mr. W. Coyote

This is to confirm that Mr. W. Coyote has been a regular customer of good standing with ACME Corporation since 1992.

During that 10-year period Mr. Coyote was one of our highest account holders. He made purchases from our stores on a regular basis and has an impeccable record of making standard payments on time. His purchases varied from a small order of earthquake pills to several large orders of specialty explosives. Mr. Coyote followed all rules and regulations for these hazardous transport items including completing all necessary permit paperwork.

According to our database records, during the entire period that Mr. Coyote was our regular customer, he was never once late in making a payment. Based on our experience with Mr. Coyote as one of our most valued customers for over 10 years, I am pleased to recommend him as a highly dependable and extremely low credit risk.

If you would like further information, please feel free to call me at (408) 723-3970.

Sincerely,

Louis Clark
Customer Credit Manager

Thank You for Professional Assistance

August 30, 1501

Mr. Leonardo da Vinci
Head of Research and Development
SI6 - Italian Secret Service
Florence, Italy

Dear Leonardo,

After years of dedicated service, I wanted to take this opportunity to officially express my appreciation for your work.

In the 20 years that we have been together, you have provided me with all the tricked up gadgets and doodads that make my work more efficient. You take innovation to a new level from an armored carriage to the Flying Machine. And while my attitude may not always signal my respect and admiration, you are one of my favorite resources to call on.

On both a professional and a personal level, your fatherly approach steers me in the right direction. When I need to count on someone, you are always dependable and willing to personally handle the tough stuff. As my career takes me into more difficult terrain, it is reassuring to have you by my side.

Again, from the entire team, we are extremely grateful for your service to England. And, as you take a few weeks of a well-deserved vacation, have a martini, stirred not shaken, on me.

Gratefully yours,

Commander Jamie Bond
Agent - Italian Secret Service

Price Quotation for Stink Removal System

January 26, 2006

Bubba Gunsmoke
9 Hunters Row
Hueytown, AL 35023

Re: Skunk Odor Eaters - Stink Removal System

Dear Bubba:

As follow-up to our phone conversation, here is the pricing for a custom installation of Skunk Odor Eaters - Stink Removal System. Based on your information that this would be used at your hunting club as a membership perk, we have designed the system to for a variety of needs.

Normally our system runs at a slightly higher price for residential properties but because this would be a potential referral source for our product, we have put the contractor rate on for this installation. In addition, we offer this product in two versions. The Basic Unit provides the essential elements of removing a skunk hit with a tomato based shower and steaming process for the individual and his clothing. The Custom Unit offers the ability to "brand" the product as yours which would be a huge opportunity for your club. It also brings two additional processing elements of a hydrogen peroxide and baking soda bath with high heat.

We have developed a special pricing sheet for your review:

Quantity	Basic Unit with 3-Phase Processing	Custom Unit with Your Chosen Logo Plus 5- Phase Processing
5 person capacity	\$1,000	\$1,500
10 person capacity	\$1,350	\$1,750
15 person capacity	\$2,000	\$2,350

The above prices do not include shipping, which would be billed to you directly by the shipper. Please let us know if you would like to order the system, keeping in mind that the entire process from start to finish takes approximately 90 days. I can be reached at 1-800-356-7777 or by email at ccarz@skunkgone.com.

Sincerely,

Carl Carz
Director, Sales and Marketing

"This Quick and Easy
Business Letter **Toolkit**
Will Give You
Professional Quality Letters
In A Matter Of Minutes"

The **127** Fully-Formatted **Downloadable Templates**
Will Make It **Fast** and **Simple** For You To Write
Top Notch Business Letters For **Every Situation**



Whether You Operate A Small Business...
or Go Head-To-Head With The Big Boys...
The Real-Life Downloadable Templates
In This Kit Will Save You Major Amounts
Of Time, Money, and Energy, and...
Will Give You Powerful Business Letters
That Will Get The Job Done.

*Including Bonuses, this Kit contains **127 fully-formatted**, real-life business letter and form templates, AND it is also a complete and one-stop **comprehensive style guide** on the art and science of writing business letters.*

To read my full review of the product, [click here](#).

To download your copy now, [click here](#).