



## The Letter Writer.

**E**VERY position in life demands letter-writing. A letter is the great link between parents and children, between lovers, between friends; while in business relations it makes fortunes, or mars them. A good letter must, firstly, be absolutely correct in every mechanical detail; then style comes into question; then the matter, which must be intelligible to the meanest as well as the highest understanding. The great art of letter-writing is to be able to write gracefully and with ease, and no letter should wear the appearance of having been laboriously studied.

The first point to be observed in your letter is that you write in a clear, legible hand, a hand that anybody and everybody can read. You may fill your pages with the most exquisite and sparkling ideas, but if they cannot be read except to the torture of the peruser, your diamond thoughts lose all their glitter, and people to whom you write, instead of being anxious to receive a letter from you, will mentally groan at the very idea of its receipt, knowing the toil and trouble that awaits them in its perusal.

Be patient, then, and plod on steadily until you write a bold, clear, clean hand, and never let a scrap of your writing pass from you that is not carefully executed.

Never erase. It is much better, though wearying the task, to commence all over again. An erasure is a sore to the eye.

Orthography is next to be considered. Bad spelling is disgraceful, and many people spell badly from simple carelessness. Read carefully the works of the best authors. Write extracts from these works,

and you will intuitively spell correctly. Your sense will become offended at a misspelt word. Use the simplest language. Always have a dictionary (pocket) beside you, but never consult it unless you are in doubt. Once consulted, you should remember the word ever afterward. Never divide your words into syllables at the end of the line unless you cannot help it. If you have space for the first syllable, let your hyphen be bold. Thus:

It is sometimes a great consolation to me that, etc., etc.

A word of one syllable must not be divided. Bring it bodily over to the next line.

Compound words must be divided into the simple words composing them. Thus: War-whoop, not warw-hoop; bread-stuff, not breadst-uff.

### GRAMMAR.

Place your verbs correctly at all hazards. Never use the adverb for the adjective, or the adjective for the adverb. Never take liberties with the relative pronouns, or mingle in dire confusion tenses and moods. A careful study of the admirable grammar in this cyclopedia will keep the letter writer in the straight path.

### PUNCTUATION.

In order to have the meaning of words readily understood, it becomes necessary to divide those words into paragraphs, sentences and clauses, by means of punctuation. As an instance of the absence of punctuation and the farcical result, just read this:

Lost on Broadway on Thursday evening last an umbrella by an elderly gentleman with a carved ivory head.

Take the following rules and mark them well :

Put a comma wherever you would make a trifling pause, were you speaking ; as, "He came, he saw, he conquered."

A semicolon makes a longer pause, and an incomplete sentence ; as, "Julia is handsome ; Agnes is beautiful." The semicolon separates the sentence more distinctly than the comma.

The colon marks a sentence which is complete in itself, but is followed by some additional remark ; as, "Shun vice : it will lead to ruin." The colon is also used to precede a quotation, and point it off from the rest of the sentence ; as, Shakespeare says : "Assume a virtue, if you have it not."

A period is used to denote that a sentence is complete ; as, "A bird in the hand is worth two in the bush."

The dash is used to denote a sudden pause, or abrupt change of sense ; as, "I have loved her madly, wildly—but why speak of her ?"

The interrogation point is used only after a question ; as, "Why did you say so ?"

The interjection point is used only to denote an exclamation ; as, "Alas ! all my joys have flown !"

The parenthesis is used to enclose a portion of a sentence which if left out would not destroy the sense ; as, "I value this flower (a faded flower) very highly."

The apostrophe is used to mark the possessive case, and also the omission of a letter or letters in a word ; as, "Frederick's hair is black," or, "Gen'l Grant is getting old."

The caret is used to mark an omitted word, which word must be written immediately above it ; as,

wet  
^  
"What a day!"

The hyphen is used to connect compound words, and at the end of a line shows that more syllables are carried over to the next line.

Quotation marks are used before and after every quotation, to separate and define it ; as, "Many are called, but few are chosen."

### CAPITAL LETTERS.

The capital letters only set apart the sentences and paragraphs, but while their proper use adds greatly to the beauty of an epistle, their omission or improper use will make the pages present a perfectly absurd appearance.

Begin every paragraph with a capital letter.

Begin every sentence following a period with a capital letter.

Begin all proper names with a capital letter.

Begin all titles, as President, Vice-President, General, Doctor or Captain, with a capital letter.

Begin all names of places, as Chicago, Long Branch, Niagara, with a capital letter.

Begin the words, North, South, East, West, and their compounds and abbreviations, as North-east, S. W., with a capital letter.

Begin the names of the Deity and Heaven, or the pronoun used for the former, as, in His mercy—Thou, Father, with a capital letter.

Begin all adjectives formed from the names of places or points of the compass, as English, Northern, with a capital letter.

Begin every line of poetry with a capital letter.

Begin all quotations with a capital letter.

Begin all titles of books, and usually each important word of the title, as, Bancroft's History of the United States.

Begin the name of any historical event, as the Civil War, with a capital letter.

The pronoun I and the interjection O must invariably be written with a capital letter.

Begin all the names of the months, as June, April, with a capital letter.

Begin all addresses, as, Dear Sir—Dear Madam, with a capital letter.

Capital letters must never be placed in the middle of a word ; never, except in accordance with the foregoing rules, in the middle of a sentence.

### STYLE.

You cannot blindly follow any rules as regards style, as your style will ever be your own. Quote as little as possible, and be niggardly with your adjectives. Avoid long sentences, and florid language. Parenthesis should be carefully punctuated ; as, "John (who is, as you are aware, a confirmed toper) is considerably better."

Be very careful not to repeat the same word. Tautology is a crime in writing. Read this and see how you like it :

"Willie has *come*. Johnny will *come* to-morrow. Will you *come* and spend a day with us ? Make Susie *come*. Summer has *come* at last."

This is tautology. Do not underline unless in very extreme cases.

"You know, darling, how *intensely* I love you," is perhaps excusable.

Never abbreviate except in business. Dates should be given in figures, and money, in parentheses, thus (\$10,000). Date carefully.

Begin a letter this way :

RICHMOND, VA.,  
June 1st, 1882.

or

NEW YORK, Sept. 7th, 1882.

Avoid postscripts. They are only embarrassing. Take your envelope, and having neatly folded your letter, place it in the envelope, close the envelope and write in the most legible manner :

Iowa, Io.; Florida, Fla.; Oregon, On.; California, Cal.; Minnesota, Minn.; District of Columbia, D. C.

### REPLIES.

There is no greater mark of good-breeding and politeness, than the prompt reply to a letter. Never lose a moment, if possible, in replying to one. If the reply requires delay, write to acknowledge receipt of the letter. Never reply by proxy if you are able to write yourself.

Never write on a half sheet of paper.

Avoid pedantry.

Never write a congratulatory letter upon mourning-paper, even if you are in mourning.

Never try to patch an ill-formed letter.

Put Stamp here.
<p><i>Mr. George Bowen,</i> <i>327 State Street,</i> <i>Chicago,</i> <i>Ill.</i></p>

Abbreviate the names of the States in the following fashion :

Maine, Me.; New Hampshire, N. H.; Vermont, Vt.; Massachusetts, Mass.; Rhode Island, R. I.; Connecticut, Conn.; New York, N. Y.; New Jersey, N. J.; Pennsylvania, Penn. or Pa.; Delaware, Del.; Maryland, Md.; Virginia, Va.; North Carolina, N. C.; South Carolina, S. C.; Georgia, Ga. or Geo.; Alabama, Ala.; Mississippi, Miss.; Missouri, Mo.; Louisiana, La.; Tennessee, Tenn.; Kentucky, Ky.; Indiana, Ind.; Ohio, O.; Michigan, Mich.; Illinois, Ill.; Wisconsin, Wis.; Arkansas, Ark.; Texas, Tex.;

If you add your own address to a letter, put it under your signature, thus :

Very respectfully,  
ROBERT R. WHITE,  
154 R— St.,  
New Orleans, La.

Never write an anonymous letter. Treat it with silent contempt.

Never gossip. Friendly intelligence, if you are certain it is true, may be communicated.

Date every letter clearly and carefully. It is often of the utmost importance to know when a letter was written.

Sit erect when writing, as, if you write constantly, a stoop will surely injure your figure and your health.

If you want to be stylish, send your letter of introduction, with your card, by the servant at the private residence of the person to whom you are introduced. Send a letter with your card if you present it at a merchant's office.

*Henry Blachford, Esq.,*  
*70 West 50th Street,*  
*New York.*

*Introducing*  
*Charles Kendrick, of Louisville, Ky.*

We give examples of the forms of letters in general use. These will act as guides to the inexperienced.

#### LETTERS OF INTRODUCTION.

Never seal a letter of introduction. Mention the business in which the party whom you are introducing is or was engaged. Write the name of the party introduced in the left-hand corner of the envelope containing the introduction. Thus: you wish to introduce Mr. Charles Kendrick, of Louisville, Ky., to Mr. Henry Blachford, of New York. Direct your letter as above.



#### INTRODUCING ONE LADY TO ANOTHER.

*Chicago, June 1, 1882.*

*Dear Emily,*

*This letter will introduce my dear friend Mrs. Thomas Frost, of whom you have heard me speak so much. I feel assured that this introduction will prove of considerable pleasure to both of you.*

*Any attention you show her during her stay in Gotham will be appreciated by.*

*Your affectionate friend,*

*Julia M. Davis.*

*Mrs. Joseph M. McInturn.*

### INTRODUCING A YOUNG LADY SEEKING EMPLOYMENT.

DEAR MR. JONES:—

The young lady whom this letter will make known to you is desirous of obtaining employment in your city, and I use our old acquaintance-ship as the bridge to your good offices in her behalf. She has received a very liberal education and would prove of immense value to a family whose young children need careful and judicious teaching. She is gentle, amiable, and willing. I trust you may be able to serve her.

I am, etc.,

Dear Mr. Jones,  
Your sincere friend,  
R. A. APPLETON.

MR. W. F. JONES.

### INTRODUCING A GENTLEMAN SEEKING A POSITION IN A COUNTING-HOUSE.

MY DEAR SIR:

Recognizing your well-merited and extensive influence in the commercial circles in your city, I beg to introduce to you W. James Farms, who is desirous of obtaining a clerkship in a counting-house. He is a gentleman of capacity and ability. His character stands A 1, and he is as industrious as he is energetic. He considers New York a better field than this place, and prefers to try his chances there to remaining here. He can refer to me. Trusting that you will lend him a helping hand, I am,

Yours, very truly,

JACOB HILL.

JOSEPH LYNCH, Esq.

### INTRODUCING A SISTER TO A SCHOOLMATE.

DEAR ROSIE:

This letter will introduce my sister Polly. I do not think that I need say another word. I love you both. You will love both of us. I will write a long letter very soon.

Yours, as ever,

MARY.

MISS ROSIE IRWIN.

### INTRODUCING A YOUNG MARRIED LADY TO A FRIEND IN HER NEW HOME.

MY DEAR MAMIE:

Mrs. Holcroft will present this note, and when I tell you that she is a bride, and is about to settle in your town, I feel that I have secured her a pleasant friendship, and that she will find in you an old *new* friend in the midst of strangers. I know that you will pay her all the attention that lies in your power for the sake of *auld lang syne*.

Your loving friend,

BLOSSIE.

Mrs. W. T. MARSDEN.

### INTRODUCING A DAUGHTER ABOUT TO MAKE A VISIT.

MY DEAR MRS. BECKER:

My daughter Ellen will present this in person, as her introduction to her mother's old friend, whose kind invitation to spend a few weeks she accepts, *con amore*. That she will have a delightful time is amongst the few certainties in this very uncertain life. You may find her a little shy and reserved, but under your care she will soon feel herself as much at home as in Euclid Avenue, Cleveland. With warmest regards to your husband, and lots of love to yourself, I am,

Your sincere friend,

CATHERINE E. LAWSON.

Mrs. JOSEPH BECKER.

### INTRODUCING A GENTLEMAN TO A LADY FRIEND.

WARRENPORT, ME., June 1, 1882.

MY DEAR MISS TENTINE:

My friend Mr. Robert George Balfin by whom this letter will be presented, is about to settle in Dayton. As your hospitality is proverbial, may I hope for a little slice of it for him? And I look forward to good reports from both of you as to the ripening of a friendship the seed of which is now sown by

Your very sincere friend,

JOHN G. SHEAR.

### LETTERS ON BUSINESS.

Letters on business should be brief, to the point, and clearly and cleanly written. No flourishes either in diction or penmanship. There is no time for such ornamentation in business.

### ORDERING A SUPPLY OF GOODS FOR A STORE IN THE COUNTRY.

SPIKE, THOMPSON COUNTY, KY., }  
June 1, 1882. }

MESSRS. PARK & TILFORD, NEW YORK:

GENTLEMEN—I have just opened a large grocery store in this place, and the prospects of success seem assured. I should be happy to deal with your firm. I can refer you to Robinson & Charles, of 270 Broadway, New York. This being our first transaction, I shall be prepared to pay the express co. upon delivery of goods, if you will forward me your ac. with the usual cash discount by a previous mail.

Enclosed please find order, which I should wish filled as promptly as is consistent with your convenience.

Very respectfully,

R. M. MACARTHY.

### REPLY.

BROADWAY, NEW YORK, }  
3 June, 1882. }

MR. R. M. MACARTHY:

DEAR SIR—Your favor of the 1st to hand. We shall be pleased to open an account with you, Messrs. Robinson & Charles having spoken very highly of you.

We have this day forwarded to your address the goods according to your invoice, but being desirous of obtaining your approval of their quality and value, will await your examination for the enclosed bill, which is subject to 5 per cent. discount for prompt cash. A post-office order or draft on one of our city banks will suit our convenience equally well as collection by Dodd's Express.

Hoping to receive further orders, we are,

Yours respectfully,

PARK & TILFORD.

### LETTER OFFERING THE MS. OF A BOOK TO A PUBLISHER.

WILMINGTON, N. C., April 2, 1882.

MESSRS. PROVOST & Co.,

Publishers, Tremont St., Boston, Mass.:

GENTLEMEN—I have just written a society novel of the present day, and wish to have it put upon the market as soon as practicable. Please inform me if you are willing to publish it, and at what terms.

This is my first novel, but under the name of "Daisy Dean" I have contributed quite a number of short stories to Frank Leslie's and other popular publications. I may mention that my style is what is termed "breezy;" that is, bright and crisp.

Awaiting an early reply, I am, gentlemen,

Very truly yours,

MRS. J. F. MURRAY.

### REPLY.

292 TRENTON ST., }  
BOSTON, MASS., April 4, 1882. }

MRS. J. F. MURRAY:

DEAR MADAM—Having made all our arrangements for publications

for the year, we are compelled to decline the offer of your MS., and trust that you may be successful elsewhere.

We are, dear madam,

Your obedient servants,

PROVOST & Co.,  
Per W. F.

**LETTER PROPOSING TO SELL GOODS ON COMMISSION.**

DRAKEVILLE, YOUNG CO., MD., }  
*January 28, 1882.* }

MESSRS. SHORT & STELT:

GENTLEMEN—I have been in business in this town for over twelve years, and refer to the National Bank, and to Mr. James E. Townsend, ex-Mayor and a prominent citizen. I see a good opening for increasing my sales, and am desirous of a supply of your goods to sell on commission. If required I will give you full security against any loss.

Should this proposition meet your views, please fill the accompanying order, and give me the benefit of your most favorable terms.

Respectfully,

JOHN RILEY.

**REPLY.**

BALTIMORE, *Feb. 2, '82.*

MR. JOHN RILEY—

DEAR SIR—We have to-day forwarded by Dodd's Express the goods ordered per your letter of the 28th *ult.*; the inquiries about you, as suggested by you, having proved most satisfactory. The commission is 10 per cent. The bill of sale accompanies each package.

Trusting that opening will lead to a long connection of mutual benefit,

We are yours respectfully,

SHORT & STELT.

**REQUESTING THE SETTLEMENT OF AN ACCOUNT.**

MILWAUKEE, WIS., *July 30, 1882.*

MR. T. W. INGRAM:

DEAR SIR—As we have a large payment to make at the end of next week, and as your account remains unsettled, we must beg of you to send us a check for same by Tuesday next. We are reluctant to press you, but we are pressed ourselves.

Very respectfully,

SMITH & BROWN.

**REQUESTING PAYMENT OF RENT.**

E. 29TH ST., NEW YORK, }  
*March 27, 1882.* }

MR. PATRICK K. CHISELHURST:

DEAR SIR—I must call your attention to the fact that, although your agreement for the house rented by you from me stipulates monthly payments in advance, you have failed to pay for three months and are now in arrears \$206.

If you fail to pay the account within six days I shall be reluctantly compelled to place the matter in the hands of my lawyer for collection.

Very respectfully,

THOMAS VOSBURG.

**FROM A LADY IN THE COUNTRY ORDERING GOODS.**

MAIDA VALE, TEWKESBURY CO., MASS., }  
*Jan. 18, 1882.* }

MESSRS. CALICE & TWIST,

Washington Street, Boston:

GENTLEMEN—Please send me by Dodd's Express the following goods:

12 yards of green gauze.

24 yards gingham.

2 pair of six-button gloves, lavender color, size 6½, Dent's make.

6 pocket handkerchiefs, plain white, with broad hem-stitched border.

Also please send pattern of black satin of a good quality, price marked.

The goods must be sent to Warrington by rail, and to Mr. William Snipe, 240 State Street, who will pay C. O. D.

Direct as follows:

Mrs. WILSON TOFT,  
Warrington Station,  
Tewkesbury Co., Mass.

**FROM A FARMER IN IRELAND, PROPOSING TO EMIGRATE.**

BALLINKILL, CO. MAYO, }  
*August 1st, 1882.* }

To

Mr. JOHN MURPHY,  
Tippins Cove,  
Burke County, Montana.

SIR—Pat Lynch, of Coolamore, tells me that you could give me all the information I want about that part of the county you are now in.

I have been farming about 60 acres for the last fifteen years, and have saved up £500.

I want to know what sort of a county you are in; climate, soil, water, and all that, and what I could get for my £500; also, if any inducements are held out to men of my class. I have a wife and seven children—4 boys and 3 girls. The boys, thanks be to God, are all able to take a hand at farm work.

Pat Lynch will answer for me.

Yours obediently,

MURTY JOYCE.

**REPLY.**

TIPPINS COVE, }  
BURKE CO., MONTANA. }

To

Mr. MURPHY JOYCE:

MY DEAR FRIEND—If Pat Lynch, my old friend, advised you to emigrate here he did well. I have been here now for five years, and no inducement would tempt me to leave it. For half of your £500 you can buy as many acres as you wish to farm, and our little settlement is growing so rapidly that in a short time your land will be worth double what you pay for it. Come to me straight, and stop with me, all of you, till your log hut is built.

The climate here is healthy and invigorating; the soil fine, and a little river of good water is close by, while the woods give us all the fuel we require. You can come to within fifty miles of me by rail, but I'll have horses and wagons at the station to take you and your family here. Let me hear full details of your starting, and give my warmest regards to Pat Lynch. I wish he was coming too with all my heart.

Yours faithfully,

JOHN MURPHY.

**TO THE FATHER OF A YOUNG LADY, ASKING HER HAND IN MARRIAGE.**

WASHINGTON AVENUE, BROOKLYN, }  
*Mar. 12, '82.* }

SIR—I venture to hope that you will call all your friendly feelings to my assistance, in considering a proposal I am about to lay before you, in which my happiness is completely concerned.

For a long time past your daughter, Effie, has held a strong hold over my affections, and I have reason to believe that I am not indifferent to her. My position is such as to warrant my belief that I could support her in the style of comfort which she so well deserves, and which it has been my constant aim to provide for your children. As regards my character and disposition, I trust they are sufficiently well known to you to give you confidence in the prospect of your child's happiness.

I have not, however, ventured on any express declaration of my feelings, without first consulting you on the subject, as I feel persuaded that the straightforward course is always the best, and that a parent's sanction will never be wanting when the circumstances of the case justify its being accorded:

Anxiously awaiting the result of your consideration on this important and interesting subject,

I remain, sir,

Your most faithful and obedient servant,

EDWARD L. SPRING.

To

W. PARSONS, Esq.

## FAVORABLE.

MEADOW BANK, }  
 March 13, 1882. }

MY DEAR EDWARD SPRING:

I thank you very much for the manly and honorable way in which you have addressed me in reference to my daughter's hand. I have long since perceived that your attentions to her were of a marked character, and that they appeared to give her much pleasure. I know no reason whatever to oppose your wishes, and, if I may judge from the manner in which she received the communication from myself, you will find a by no means unwilling listener.

Dine with us to-morrow at six o'clock, if you are not engaged, and you will then have an opportunity of pleading your own cause. Meanwhile, believe me, with every confidence in your integrity and good feeling,

Yours most sincerely,  
 WILLIAM PARSONS.

To  
 E. L. SPRING, Esq.

## UNFAVORABLE.

MEADOW BANK, }  
 March 13, 1882. }

DEAR SIR:

It is always painful to return an unfavorable answer, but such is unfortunately my task on the present occasion.

My daughter has for a long time been engaged to a gentleman whose character and position give her no cause to regret the engagement. At the same time she duly appreciates the compliment implied by your preference, and unites with me in the sincere wish that, as an esteemed friend, you may meet with a companion in every way calculated to ensure your happiness.

Believe me, dear sir,  
 Your sincere friend,  
 WILLIAM PARSONS.

To  
 E. L. SPRING, Esq.

A GENTLEMAN, AFTER MEETING A LADY AT A PARTY, ASKING PERMISSION TO PAY HIS ADDRESSES.

18 W. 36TH ST., N. Y., }  
 July 27, 1882. }

DEAR MISS WINSLOW:

I must crave your pardon for the somewhat bold address I am about to make, trusting that its apparent presumption may be excused by the consideration that my feelings are deeply enlisted in its success. The marked attentions paid you at Mrs. Burke's party could not, I flatter myself, have failed to attract your notice, nor have been wholly disagreeable to yourself. Cherishing this pleasing belief, I am encouraged to crave the privilege of being permitted to improve my acquaintance with a lady for whom I entertain so high an esteem.

The company in which we met will, I trust, be considered a sufficient guarantee of my character and position to warrant me in looking forward to an early renewal of the happy hours spent in your company. Your kind permission once granted, I shall lose no time in seeking, for my addresses, the sanction of your parents; but I do not feel at liberty to take such a step until well assured that it will be agreeable to your wishes.

May I entreat the favor of an early reply? which, dear Miss Winslow, will be anxiously awaited by

Your devoted admirer,  
 WILLIAM THROFCAKE.

## TO A WIDOW FROM A WIDOWER.

120TH ST., NEW YORK, Nov. 19, 1882.

MY DEAR MADAM—I am emboldened to lay open to you the present state of my feelings, being so convinced of your good sense and amiable disposition, that I feel assured you will deal candidly with me in your reply.

Like yourself, I have been deprived of the partner of my earlier life, and, as I approach the middle state of existence, I feel more and more

the want of some kindred spirit to share with me whatever years are reserved to me by Providence. My fortune is such as to enable me to support a lady in the manner which I feel to be due to your accomplishments and position, and I sincerely hope that you will think carefully over my proposal; and, if you can make up your mind to share my fortune and affections, I trust that no efforts will be wanting on my part to ensure you the happiness you so well deserve.

I need scarcely say that an early answer, on a matter so much connected with my future happiness, will be a great favor to,

My dear madam,  
 Your devoted friend and admirer,  
 ARTHUR BORSTOP.

To MRS. WADLOW.

A GENTLEMAN ASKING HIS BETROTHED TO NAME THE DAY.

2 ALLEN'S FORD, }  
 St. Louis, July 8, 1882. }

MY OWN DARLING WIFE THAT IS TO BE:—

Let me implore of you to name the day that will make us one—that day which is to bring us together for all time. You blushed last night when I urged the question, and put me off with some pretty, but pitiful excuse. For once, darling, let me dictate and say Wednesday. Won't you, my precious pet?

Yours,  
 TED.

A YOUNG MAN IN COLORADO TO HIS BETROTHED IN NEW YORK.

LEADVILLE, Dec. 13, 18—.

DEAREST ELIZABETH—You have doubtless received letters from me lately, describing my situation here, and stating the projects that I had under consideration. In one of those letters, allusion is made to a speculation in land in the neighborhood of this place, with the remark that, if it were successful, I should be able to make good my promise, and claim you as the partner of my joys and sorrows for life. My most sanguine expectations have been more than realized.

Herewith you will receive a draft on the National Park Bank, in New York, for \$500, of which I pray you to make use in providing such articles as may be necessary to replenish your wardrobe, in anticipation of our speedy marriage, after my return home. Pray present your dear mother with my affectionate regards, and say that I can never forget, now that I have the power, that it is my duty to assist and cherish her declining years. I also send some few trinkets, made of Leadville gold, which you will please present on my behalf to your sisters, as tokens of my brotherly regard; for such I now consider my relations toward them.

With my kindest respects to all, and trusting that I may soon be permitted to embrace my dearest, I remain

Her devoted  
 MARK TAPLEY.

## COMPLAINTS OF A LADY'S COOLNESS.

CEDAR ST., PHILADELPHIA, March 1.

DEAR SUSAN—The change in your behavior toward me—from the kindness of an attached friend to the cool indifference of a distant acquaintance—indicates but too plainly that, by some means, I have had the misfortune to excite your displeasure; though how or when I cannot imagine. Recently, I have several times attempted to seek an explanation, but, in every instance, my courage failed me at the critical moment, and, as a last resort, intrusting to my pen the duty which my lips should have performed, I now write to you, to ask wherein I have offended. Whatever may be your reply, rest assured that my feelings toward yourself cannot be changed, and that your beloved image will ever be enshrined in the breast of

Your affectionate friend,  
 E. L. DWYER.

**EXPLAINING AN APPARENT SLIGHT.**BOSTON, *March 8, 1882.*

DEAREST JULIA—How could you consider me capable of inflicting a slight upon yourself, in whom are centered all my hopes of happiness? Nothing more than ordinary courtesy was intended by my attentions to Miss Frith. That she was a comparative stranger to the Stanleys, induced me to pay her those attentions which have occasioned you so much annoyance, but which otherwise I would not have considered myself justified in tendering.

I regret from my soul that anything should have occurred to originate in your mind a doubt of my sincerity.

Your truly affectionate,  
GEORGE ROGERS.

TO MISS JULIA TILGHMAN,  
No. — N. Fifteenth St., Philadelphia.

**ON RECEIVING A FAVORABLE REPLY TO A PROPOSAL.**NEWTON, N. Y., *March 20, 1882.*

DARLING . . . . .—Words cannot express my rapture on finding your note on my table last night. How delightful was it to find a letter—and such a letter!—from one whom I may now hope to hail as the companion of my whole future life! The weight taken off my mind by the candid and gentle confession of one whose love seemed too great a happiness to hope for is beyond description. To-morrow I shall hasten to the presence of her from whom I hope I may never henceforth be parted; but I could not retire to rest without making one feeble attempt to express my ecstasy at finding that hopes so flattering have not been in vain.

Believe me, darling,  
Your devoted and happy

TOM.

**COMPLAINING OF NOT RECEIVING A LETTER.**CLIFTON, *January 7, 1882.*

DEAR AGNES—Four days have passed without my receiving a letter from you, and I am in painful anxiety lest illness should be the cause. Pray write quickly, or I shall really feel inclined to quarrel with you as an idle girl; nay, I shall absolutely grow jealous, and fancy that some more favored suitor is undermining the affections of my dear girl.

But I have no fears. I too well know that your innate goodness of heart would prevent your trifling with the feelings of any one; so, hoping you will take this little scolding in good part, and relieve the offense by a very long letter as speedily as your dainty fingers can write, believe me,

Dear Agnes,  
Your affectionate

ED.

**ON A BIRTHDAY.**NEW LONDON, *June 1, 1882.*

MY DEAREST FANNIE—How sad it is that I am hindered from being with you on this dearest of all days of the year.

Accept, dearest, the enclosed portrait. I feel that its original is too deeply stamped on your heart to require any effigy to remind you of him. It is, however, the most appropriate present I could offer to the cause of my happiness on this brightest of all days.

God grant that every succeeding year may see you increase in all that is charming in body and mind, and believe me,

My dearest Fannie,  
Your own

JOHN.

**A COMPLAINT.***July 10, 1882.*

DEAR MAUDIE:

It is with pain I write to you in aught that can seem like a strain of reproach, but I confess that your conduct last night both surprised and vexed me. You received Mr. Watson's attentions in so marked a way

that I feel it due to yourself to comment on your conduct. Believe me, I am in no way given to idle jealousy; still less am I selfish or unmanly enough to wish to deprive any girl on whom I have so firmly fixed my affections of any pleasure to be obtained in good society. But my peace of mind would be lost forever, did I believe that I had lost one atom of your affection.

Pray write, and assure me that you still preserve your undivided affection for

Your devoted but grieved

FRED.

**CONGRATULATING A FRIEND ON HIS MARRIAGE.**OMAHA, *August 20, 18—.*

MY DEAR TOM:

As you have entered the enviable state of wedlock, and are no longer the merry bachelor formerly the butt of my crude jests, I must address you in a tone of greater gravity than has been my custom. My dear friend, I sincerely congratulate you upon this desirable change; for in your choice of a partner you have given evidence of the possession of a sound judgment and much good taste. If my beneficent wishes were the only requisite to insure your happiness in the married state, you would never have occasion to regret the step you have recently taken; for there is no one whom I more ardently desire to see surrounded with all the blessings of this life.

Have the kindness to present my respectful compliments to Mrs. Armitage, and believe me ever to remain

Your sincere well-wisher and friend,

EDWARD KEOGH.

**CONGRATULATING A GENTLEMAN UPON HIS MARRIAGE.**YANKTON, *June 1, 1882.*

DEAR BILL

I have just received the welcome message that informs me of your new happiness. I hasten to offer you my most sincere congratulations and hearty good wishes. May every year of your married life find you happier than the last, and may Mrs. Chiffins find you as loyal a husband as you have been a friend.

From my inmost heart, dear Bill, I say, God bless you and your bride with His choicest blessings.

Ever your friend,

GEORGE MEYERS.

WILLIAM CHIFFINS, Esq.

**CONGRATULATING A LADY UPON HER MARRIAGE.**K ST., WASHINGTON, D. C., *August 3, 1882.*

DEAR JOSIE:

Your cards have just reached me, and I write at once to try to express my heartfelt pleasure at your happy prospects. It is a great pleasure to your loving friends to be able to feel so much esteem and affection for the gentleman to whom you have confided your life's happiness, and to hope, as I do, that every year will unite your hearts more closely.

That heaven may bless you both, dear Josie, is the earnest prayer of  
Your loving

JULIA ROBINSON.

MRS. CLIFFORD DOYLE.

**CONGRATULATING A FRIEND ON THE BIRTH OF A SON.**BATAVIA, N. Y., *July 5, 1882.*

MY DEAR JOE:

What luck! A son born on the great 4th. May he prove as good, as pure, and as honest a man and patriot as George Washington. What more can I say, old fellow, except to add that I earnestly trust that Mrs. Clithroe and George W. are doing well?

Yours, always sincerely,

A. D. HERVY.

JOSEPH CLITHROE, Esq.



**CONGRATULATING A FRIEND ON THE BIRTH OF A DAUGHTER.**

PEGASUS, WESTCHESTER Co., N. Y., }  
April 10, '82. }

DEAR MILLIE:

I congratulate you most heartily on your new acquaintance, and if "missy" only grows up like "mamma," the boys will be around pretty *very*. I suppose your husband is two feet taller. Take great care of yourself and the wee little lady. I hope very soon to come round to congratulate you in person.

Your very sincere friend,

JAMES TODHUNTER.

Mrs. E. F. EVERLIGH.

**SEEKING A CLERKSHIP.**

TROY, May 4, 1882.

GENTLEMEN—Perceiving by your advertisement in the *N. Y. Herald* that you are in want of a clerk, I beg to inclose testimonials, and venture to hope that from my previous experience in the line of business you pursue I should be of some use in your establishment. My habits of life are such as to assure regularity in the discharge of my duties, and I can only assure you that, should you honor me with your confidence, I shall spare no pains to acquit myself to your satisfaction.

I remain, gentlemen,

Your obedient servant,

HARRY SANDERSON.

To Messrs. GRIFFITHS &amp; Co.

**APPLICATION FOR SUBSCRIPTION TO A CHARITY.**

MIDGEVILLE, TENN., October 8, 1882.

SIR [OR MADAM]:—I take the liberty of inclosing a prospectus of an institution which is likely to have a most beneficial effect upon the poor in our neighborhood. [*Here state particulars.*] From your well-known liberality, I trust you will excuse this appeal from a stranger in furtherance of an act of benevolence, and remain,

Sir [or Madam],

Your most obedient servant,

JULIA [OR JOHN] SMITH.

**DECLINING.**

30 WEST 27TH ST., NEW YORK, }  
29th October, 1882. }

Mr. Thomas Jones regrets exceedingly that the numerous applications for kindred purposes near home render it impossible for him to comply with the request contained in Mr. [or Mrs.] —'s letter of the 18th October.

**A FRIEND IN THE COUNTRY ASKING A CITY FRIEND ABOUT BOARD.**

ERIE, PA., August 14, '82.

DEAR WILLIAM—In a few days I will have occasion to visit New York, and, being a comparative stranger, I wish to be as near the business center as possible, though located in a private boarding-house, as I have a strong aversion to hotel life. My object in writing is to ask you to recommend me to some private boarding-house, and to engage rooms in advance of my arrival, so that I may proceed thither at once on landing from the cars. Leaving the selection entirely to yourself, and hoping to hear from you soon, I remain

Yours faithfully,

ISAAC JENKINS.

**APPLICATION FOR A LOAN.**

STATE ST., CHICAGO, July 27, '82.

DEAR SIR—I am temporarily embarrassed through the failure of my New York correspondent to remit. The sum of \$2,000 would relieve my present necessities, but I dislike borrowing money of professional lenders, and would rather solicit the aid of some one of my numerous friends. My first thought was of yourself; and, therefore, my object in writing is to ask if you can spare me the required sum without in any

way interfering with your business arrangements? You may rely upon having it returned to you on the 15th prox., and perhaps before that time. Pray reply at your earliest convenience, and oblige

Your obedient servant,

GEORGE WHITE.

To PHILIP DUKE, ESQ.

**REPLY IN THE AFFIRMATIVE.**

GROVE ST., CINCINNATI, July 30, '82.

DEAR SIR—Your letter of yesterday was duly received, and it gratifies me to be able to say that you can have the loan asked for. Inclosed you will find a check for the amount, which you will return at the date named and oblige,

Yours, very sincerely,

P. DUKE.

To GEO. WHITE, ESQ.

**DECLINING TO LEND MONEY.**

BOSTON, April 8th, 1882.

MY DEAR SIR—I have always made it a principle in life never to borrow or lend money, not even when members of my own family have been concerned. As Shakespeare says:

"Neither a borrower nor a lender be,  
For loan oft loses both itself and friend."

I therefore trust you will excuse conduct which may seem harsh and uncourteous on my part, but which I have ever found to be the safest, and, in the long run, the kindest course for all parties.

I remain, my dear sir,

Yours very faithfully,

JOSEPH JOHNSON.

To HOWARD WELLS, ESQ.

**SOLICITING RENEWAL OF A PROMISSORY NOTE.**

ARK ST., MOBILE, May 7, '82.

GENTLEMEN—You have in your possession my note for \$1,000, payable May 14, which I am sorry to say I cannot meet at maturity, owing to a combination of circumstances adverse to my interests, and not anticipated. If you will do me the favor to renew it for ninety days, with interest added, I do not doubt my ability to redeem it when due. A compliance with this request will confer an obligation upon, and oblige,

Your obedient servant,

THOMAS MORAN.

To MESSRS. SADLIER & Co.,  
30 William St., N. Y.**TO A FIRM, WITH AN INSTALLMENT.**

DEAN ST., SAN FRANCISCO, CAL., }  
May 20, 1882. }

GENTLEMEN—Inclosed please find \$500, in notes of San Francisco banks, which I will thank you to place to my credit, as the first installment upon my bill, now overdue nearly two months. The balance will be remitted during the second week in June, if not before that time. I regret the inconvenience caused you by my delay, which is a result of our system of long credits, and entirely beyond my power to control.

I remain, gentlemen,

Your obliged and faithful servant,

WILLIAM DEMPSEY.

MESSRS. HATCH, WIGHT & Co.,  
333 Broadway, New York.**OFFERING A LOAN OF MONEY FOR BUSINESS PURPOSES.**

ELIZABETH, N. J., Dec. 15, '82.

DEAR ROBERT—Knowing that you are desirous of starting in business for yourself, I write to say that it is in my power to offer you a loan of two thousand dollars (\$2,000) without interfering in any way with my

own business or expenditures. I trust that you will let me have a friend's privilege, and accept the money on such terms as will best suit you.

With best wishes for your success,

ROBERT ROWE, Esq.

I am your friend,

AUSTIN KEEP.

Letters of condolence, though a necessity between friends, are very difficult to compose, since the more earnestly and touchingly they are written, the more deeply will they probe the wounds still bleeding under the stab of affliction. The shorter such letters are, the better. Let them be short and sincere, and always wind up with a hope that Providence will assuage the grief with which it has pleased Him in His far-seeing wisdom to afflict your friend.

#### ON THE DEATH OF A HUSBAND.

FORDHAM, N. Y., *Nov. 29, 1882.*

MY DEAR MRS. MANNING:

Words fail to convey my feelings of sorrow on receipt of the intelligence of the death of my old and esteemed friend, your late husband. My own grief at the loss of a true friend teaches me how crushing must be your affliction. May the Almighty in his goodness console you in this dark hour of your tribulation.

Believe me always your true and sincere friend,

JOSEPH BUTLER.

#### ON THE DEATH OF A WIFE.

PROVIDENCE, R. I., *November 8, 1882.*

MY DEAR GEORGE:

I know how futile it is to address words, idle words, to you in this moment of supreme anguish, with which it has pleased God to visit you, and shall not say more than that the loss of your pure, good, and beautiful wife is a source of deep sorrow to the numerous friends who had the privilege of knowing her, and to none more than

Yours, in deep sympathy and affection,

TERRENCE BARKER.

#### ON THE DEATH OF A SON.

NORWALK, CONN., *June 3, 1882.*

MY DEAR JULIA:

If God has plucked the bright blossom from your home it is for a purpose none of us dare divine. He alone can pour balm upon your crushed heart. The holy joy is yours of knowing that angel eyes now watch for your coming, and that your beautiful boy will receive you when "life's dark day is done."

If the tenderest or much-loving sympathy could soothe you, dear Julia, learn that you have it from your

Friend,

LAURA.

#### ON THE DEATH OF A MOTHER.

TEWKESBURY, MASS., *Nov. 8, 1882.*

MY DEAR CHARLES:

You have lost your mother. There is a very wail in the words. She may never be replaced. The dear good lady has passed away to a better land, cheered by the knowledge of your love and affectionate tenderness, consoled by the thought that her teaching, when you were a little boy at her knee, has not been in vain, and that she leaves behind her for a little while a son who treads the path of rectitude and of honor. Dear Charles, ever remember that your darling mother watches you from on high and as she was devoted to you in life, so is she devoted to you in death.

God sustain you under this heavy affliction.

Your true friend,

JOHN TRAVER.

#### REPLIES TO ADVERTISEMENTS.

In replying to advertisements never omit to mention the name of the paper in which the advertisement appeared, also its date, and a brief allusion to the matter in the advertisement.

Be as concise as possible, covering the ground in a few well chosen sentences.

#### BOOKKEEPER.

28 WASHINGTON ST., BOSTON, MASS., }  
*October 20, 1882.* }

TO MESSRS. WINSOLE, BIRD & Co.:

GENTLEMEN—In reply to your advertisement in this day's *Transcript* for a competent bookkeeper, I respectfully beg to offer myself as candidate for that position. I have been in the employment of Mr. Thomas Lepy, 19 Tremont Street, in this city—the large dry-goods store—in the capacity of bookkeeper for the last three years, and am about to leave on the 1st *proximo*, as Mr. Lepy is about to retire from business.

Mr. Lepy has authorized me to refer to him in reference to character and ability. I can also refer to Messrs. Bose & Pickwick, 17 Remsen Street, with whom I clerked for a year and a half.

Hoping to be fortunate enough to suit your requirements,

I am, gentlemen,

Respectfully,

JOSEPH SUTCLIFF.

#### GENERAL EMPLOYMENT.

NEWBURG, }  
*11th Sept., '82.* }

SIR—I hasten to reply to your advertisement in the *N.Y. Sun* of to day. I am most desirous of obtaining employment, and would not consider present emolument so much an object as the prospect of a permanent and respectable situation.

I am a young man (age 21), and single. I have received a good commercial education, and am versed in bookkeeping and accounts generally. In other respects I am willing to render myself generally useful, and, although I have not hitherto filled a situation, I doubt not but that in a short time I shall be able to fulfill any duties assigned to me.

In the event of your doing me the honor to select me for the proffered employment, I could furnish you with satisfactory testimonials as to character, and could, if necessary, provide guarantees for fidelity.

Trusting that I may have the honor of hearing from you in reply,

I remain, sir,

Your obedient servant,

JOSEPH L'ESTRANGE.

TO

W. HENRY CULLINAN,  
27 Wand St., N. Y.

#### FROM A YOUNG MAN TO A FRIEND SOLICITING A SITUATION.

MOHAWK, *March 28, 1882.*

DEAR EDWARD:

When you left Galveston, you were kind enough to promise that should it be in your power to forward my interest in any manner you would feel a pleasure in so doing. I am now in want of a position, my former employer having sold his business, and his successor having, as he informs me, a sufficient number of hands for all the work he is likely to have. If, therefore, you should hear of any situation or employment which you consider likely to suit me, either in my own business, that of a clerk, or in any other in which I can make myself useful, your recommendation would greatly oblige, and be of material service to,

Dear Edward,

Yours very truly,

JOHN JAMES.

#### ASKING PERMISSION TO REFER TO A PERSON.

NEW HAVEN, CONN. }  
*July 7, '82.* }

DEAR SIR:

As I have had the honor of being known to you for some years dur

ing which period I trust my conduct has impressed you favorably, I take the liberty of soliciting at your hand the following favor:

Messrs. Sebthorp, of Beaver Street, New York, are in want of a correspondent at London, and as I am about to proceed there on some affairs of my own, and shall probably take up my residence in that capital for some years, I am anxious to secure a post which appears to me in every way eligible, and accords with my views exactly.

As a matter of course, Messrs. Sebthorp desire testimonials as to my capacity and integrity, and as you are in a position to speak positively on these points, I have written to ask you whether I may so far trespass on your kindness as to mention your name by way of reference.

Should you kindly grant this request, I need scarcely assure you that my endeavor will be to prove both to Messrs. Sebthorp and yourself that you have not been mistaken in your opinion of me, while I shall ever feel grateful for this further instance of the interest evinced by you in the welfare of

Your truly obliged,  
WALTER MOTT.

To  
Mr. GEORGE FOUKE,  
7th St., Cincinnati, O.

## CLERK.

29 GROVE ST., ST. LOUIS, MO.,  
November 16, 1882.

MR. ISAAC WATERS:

SIR—I see by this day's *Chronicle* that you are in want of a competent Clerk, and I respectfully beg to apply for the position. Owing to the financial difficulties of my late employers, Messrs. Kendrick & Warts, with whom I was Clerk for eight years, I am out of employment. I can refer to either of these gentlemen for a testimonial as to my industry, good conduct and ability. I may add that I am a teetotaler.

Hoping to receive a favorable reply,

I am,  
Respectfully,  
RUDOLPH MEYER.

## COOK.

100 WEST 28th ST., NEW YORK,  
March 18, 1882.

MRS. WILLIAM HOWARD:

RESPECTED MADAM—Having seen your advertisement for a plain Cook in this day's *Herald*, I respectfully apply for the place.

I can cook plain joints and do all manner of plain cooking, as my present employer, Mrs. James Posnett, is willing to testify. As Mrs. Posnett is going to Europe on the 1st of April, I will be out of place on that day. A line to Mrs. Posnett will satisfy all inquiries in regard to my character and capacity.

Respectfully,  
JANE MATTHEWS.

## GOVERNESS.

19 BLEECKER ST., BOSTON,  
July 27, '82.

MRS. E. F. SLOCUM:

MADAM—In reply to your advertisement in to-day's *Courier* for a Governess to teach three little girls French, German and English, I hasten to inform you that I am graduate of Vassar Class '80; that I have resided one year in Paris and five months in Vienna, sojourning in both capitals for the purpose of completing my knowledge of French and German.

I have been Governess in the family of Mr. George F. Witmore, but owing to the death of my dear little pupil, their only daughter, Ada, I have been thrown out of employment. In addition to my College and Academy testimonials, I beg to refer to Mrs. Witmore, Holly Park, Brookline, and to the Rev. Mr. Brooks, St. Matthew's Church.

Hoping to be favored by your selection,

I am, madam,  
Yours respectfully,  
MIRIAM J. PACKARD.

## A FEW LINES ACCOMPANYING A GIFT.

## A WEDDING GIFT.

200 FIFTH AVENUE, NEW YORK,  
18th April.

Nelly Suter sends her best love, and best wishes, to Susie Lorimer, and a little bracelet as a souvenir of an event that Nelly trusts will ever prove as happy and auspicious as she wishes it to be.

## CHRISTENING GIFT.

HEATH HOUSE,  
June 18, '82.

God-papa sends little Mamie a coral; to enable her to cut her teeth, but not the acquaintance of

JOSEPH CHAMBERS.

## FLOWERS.

15 MADISON AVENUE,  
19 July.

Roses become Miss Irwin so much, that Mr. Harnett earnestly hopes to see the accompanying bunch in Miss Irwin's corsage this evening at Wallack's.

## MUSIC.

13 CHESTNUT ST., PHILADELPHIA,  
28th November, '82.

Mr. John St. Ruth presents his compliments to Miss Delamore and begs to send her a few selections from the operas, her singing last night at Mr. Hamlyn's having reminded him of the most celebrated *prima donnas*.

## EUROPEAN ETIQUETTE IN ADDRESSING LETTERS.

LETTERS TO THE QUEEN; TO THE PRINCE AND PRINCESS OF WALES; TO RELATIVES OF THE QUEEN; TO DUKES, DUCHESSES, MARQUISES; EARLS, COUNTESSSES, ETC., ETC.; TO JUDGES; MEMBERS OF THE PRIVY COUNCIL, CLERGYMEN, ETC.

Letters for her Majesty the Queen are sent under cover, either to the Prime Minister, or to whomsoever has charge for the time being of her Majesty's private correspondence. The inclosure is directed "To her Majesty the Queen." Official communications are ordinarily addressed, "To the Queen's most excellent Majesty." Letters to the Queen should be commenced, "Madam," or "Most gracious Sovereign," or "May it please your Majesty," according to the nature of the communication; and should be concluded, "I have the honor to remain, with the profoundest respect, madam, your Majesty's most faithful and dutiful subject."

Letters for the Prince and Princess of Wales should be sent under cover to Lieut.-Col. Knollys, and the inclosure directed to "His Royal Highness the Prince of Wales," or, "Her Royal Highness the Princess of Wales."

The sons and daughters, brothers and sisters, and uncles and aunts of the Queen, are all addressed as "Royal Highness," but her Majesty's nephews

and cousins are addressed simply as "Your Highness."

Letters to members of the Royal Family should begin, "Sir," or "Madam," and end, "I have the honor to remain, sir (or madam), your Royal Highness's most dutiful and most obedient servant."

A letter to a Duke or Duchess, not members of the Royal Family, should be addressed, "To His Grace, the Duke of —;" "To Her Grace, the Duchess of —." It should begin with "My Lord Duke;" but a duchess, in common with all other ladies, from the Queen downwards, is addressed as "Madam."

In writing to a marquis, address the letter, "To the Most Hon. the Marquis of —;" and to a marchioness, "To the Most Hon. the Marchioness of —." Begin, "My Lord Marquis."

In writing to an earl or countess, address, "To the Right Hon. the Earl (or Countess) of —." Begin letters to earls, viscounts, or barons, with "My Lord." A letter to a viscount or viscountess should be addressed, "To the Right Hon. the Viscount (or Lady Viscountess) —." A letter to a baron should be addressed, "To the Right Hon."

The younger sons of earls, and all the sons of viscounts and barons, are addressed, "The Hon. —, Esquire;" and the daughters, and sons' wives, "The Hon. Mrs. —, or Miss —." Letters should begin, "Sir," or "Madam."

In addressing ambassadors, begin, "My Lord," and use the title "Your Excellency" throughout, wherever the pronoun "you" would ordinarily be used. The same title is used in addressing the Lord-Lieutenant of Ireland, and the Governor of Western Australia. The Governor-General of Canada and the Governor of Dover Castle are addressed as "Right Honorable."

A letter to a baronet is addressed to "Sir William —, Bart.;" one to a knight, "Sir William —." Begin letters to baronets, knights, or their wives, "Sir," or "Madam," except, of course, in cases where acquaintanceship exists, when formality ceases, and letters are begun, "Dear Sir William —;" "Dear Lady —."

Though the word "Esquire" means, in these days, little or nothing, yet it is considered more polite, when addressing persons of position, to write the word in full. In addressing a French gentleman, also, it is impolite to use the initial of "Monsieur"

only. The word must be written in full, and it is very frequently written twice, thus:

"À Monsieur.

"Monsieur —."

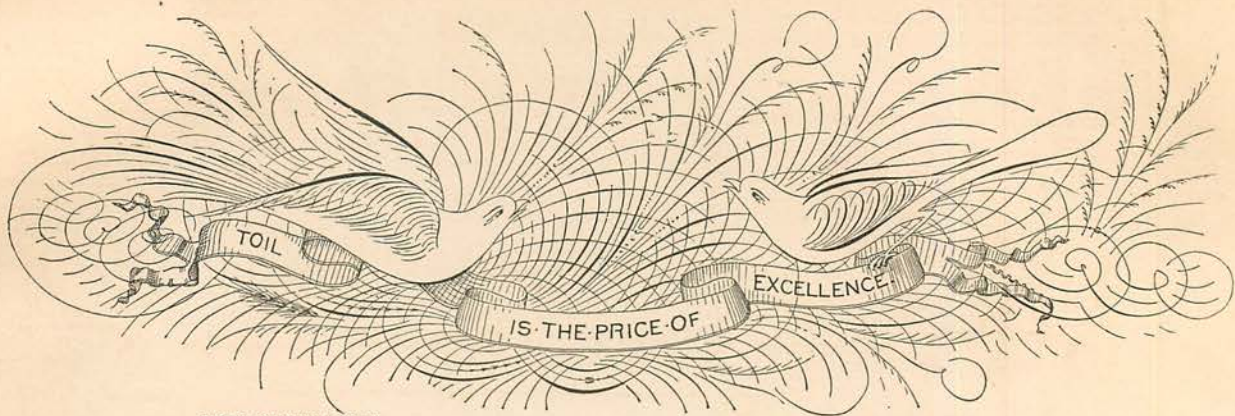
Judges are addressed as "Right Honorable." In addressing a consul, write, "To A. B., Esq., Consul to Her Britannic Majesty, at —."

In directing a letter to any member of the Privy Council, prefix "Right Hon." to the name, and add after it the title of the office held. Observe the same rules in addressing members of the Royal Household. Letters or addresses to the House of Peers as a body are addressed, "To the Right Hon. the Lords Spiritual and Temporal in Parliament assembled;" and to the House of Commons, "To the Honorable the Commons of the United Kingdom of Great Britain and Ireland."

The Speaker of the House is addressed as "The Right Hon. —, Esquire, Speaker of the House of Commons." Individual members, who have no title, are addressed by their Christian and surname, followed by "Esq., M.P.," except, of course, in those cases where they have a title.

When clergymen have titles, these should be inserted after the word Rev., in addressing a letter. The following are the forms for addressing our Church dignitaries: "To His Grace the Archbishop of —." "To the Right Rev. the Bishop of —." "The Rev. John Smith, D.D." "The Very Rev. the Dean of —." "The Very Rev. John Smith, D.D., Dean of —." "The Ven. Archdeacon —." Rectors and curates are addressed as "The Rev. John Smith;" "The Rev. William Jones."

Holders of the higher appointments in the Army and Navy are addressed as follows: "To Lieutenant-General the Duke of —, K.C.B., Commander-in-Chief of Her Majesty's Forces," etc. "To Field-Marshal the Viscount —, K.G., Master-General of the Ordnance," etc. "To the Right Hon. Lord —, Commander of Her Majesty's Forces," etc. "To Colonel the Hon. A. —." "To Sir —, K.C.B., Admiral and Commander of the Channel Fleet," etc. "To Sir —, Captain of Her Majesty's ship *Black Prince*." In addressing majors, captains, or lieutenants, add the names of the regiments to which they belong. In the Navy, address, "Lieutenant Brown, R.N., on board H.M.S. *Resistance*." "Mr. Smith, Midshipman of H.M.S. *Devastation*."



NOTE OF INVITATION.

NOTE IN REPLY.

Mr. W. H. Hamilton presents  
his respects to Miss Minnie Moore  
and begs that he may be allowed  
to wait on her to-morrow evening  
to the Italian Opera.

Temple Place, Nov. 26<sup>th</sup>

Miss Minnie Moore presents  
her compliments to Mr. Hamilton  
and regrets that a previous engagement  
prevents the acceptance of his kind  
invitation for this evening.

248 Fifth Ave., Nov. 27<sup>th</sup>

Dear Sir,

Elmira, N.Y. June 12, 1882

Allow me to introduce to you my friend Mr.  
William H. Compton who visits New York for educational pur-  
poses in connection with his position as Superintendent of our  
Public Instruction in this City

Any favor you may show him will be highly appreciated  
by him and

Yours very truly

John M. Hudson  
392 Broadway, New York

Samuel G. Williams.