



LETTERS GUIDE

MASTER THE ART OF WRITTEN COMMUNICATION WITH
OUR GUIDE TO LETTERS FOR DIFFERENT

OCCASIONS

GUIDE TO LETTERS

Formal writing manual, structure, and evidence
for the confined people

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DEDICATION

To my confined people: because a well-made letter is not a luxury; it is a tool of respect, clarity, and defense.

PROLOGUE

I write this Guide because I have seen how a letter can open doors—or close them completely. I have seen good intentions get lost due to lack of order: letters with no subject line, no dates, no concrete request, too much emotion and too little structure, or a tone that triggers defensiveness instead of producing solutions.

A letter, for me, is not a release of frustration. It is an instrument. It is a form of communication that leaves a record, organizes facts, presents a request or position with discipline, and allows real follow-up. A well-written letter reduces confusion, prevents misunderstandings, and helps the recipient act.

This Guide exists so that I—and anyone who uses it—can master what a “letter” is supposed to be: complete elements, clear intent, correct tone, and well-organized attachments when necessary. I do not write to impress; I write so it can be understood, processed, and answered.

HOW TO USE THIS GUIDE (IN 7 RULES)

1. One letter, one purpose.
2. Subject line in one line: clear and direct.
3. Facts with dates when applicable.
4. Concrete request, numbered when necessary.
5. Firm and respectful tone: no insults, no threats, no sarcasm.
6. If there is evidence, attach it and cite it.
7. Every important letter is kept with a copy and recorded.

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CHAPTER 1 — WHAT A LETTER IS AND WHAT IT IS FOR

A letter is a formal communication that leaves a record. Its value is not how nice it sounds, but how clear it is, how complete it is, and how easy it is to handle. I use letters for four main reasons:

1. To request something specific.
2. To respond to or clarify a matter.
3. To present facts in an orderly way.
4. To document a step taken or a position.

I do not write letters to vent. That is what personal conversation is for. I write letters so there is a serious document that can stand on its own.

CHAPTER 2 — PARTS OF A PERFECT LETTER

Every complete letter has these elements. If one is missing, the letter loses strength.

1. Place and date
2. Recipient (name if applicable, title, office/area)
3. Subject line (one line)
4. Respectful greeting
5. Minimal identification (who I am and why I write)
6. Body (facts or brief context)
7. Request or purpose (clear, sometimes numbered)
8. Evidence/attachments (if applicable)
9. Respectful closing
10. Signature, name, and identification
11. Copy to (if applicable)

SUBJECT-LINE RULE

The subject line is the title of the case. If the subject line is weak, the whole letter becomes confusing. I use subject lines like these:

“Subject: Request for certification of _____”

“Subject: Follow-up letter regarding communication dated _____”

“Subject: Clarification of facts regarding _____”

“Subject: Request for review of _____”

CHAPTER 3 — TONE, LANGUAGE, AND ERRORS THAT COST ME

My tone has a formula: firm respect + clarity + evidence.

I AVOID

- Insults
- Threats
- Sarcasm
- Generalizations (“you always...”)
- Exaggerations (“you ruined my life...”)
- Accusations without dates or without evidence

I USE

- Dates
- Facts
- A concrete request
- Short, direct sentences
- A request for a written response
- Labeled attachments when appropriate

CHAPTER 4 — TYPES OF LETTERS: WHEN I USE EACH ONE

I distinguish the letter by intent. That prevents me from mixing objectives.

1. Request letter (ask for something)
2. Follow-up letter (confirm status)
3. Clarification letter (correct confusion)
4. Response letter (reply formally)
5. Formal complaint letter (present a matter with facts)
6. Recommendation/support letter (support a person/process)
7. Authorization letter (delegate a task or grant access)
8. Record/statement letter (document a communication)
9. Institutional thank-you letter (short and formal)
10. Introduction letter (present my purpose or project)

CHAPTER 5 — WRITING METHOD: MY STEP-BY-STEP

I follow this method so all my letters come out consistent.

STEP 1: Define the purpose in 1 line

“I write to request _____.” / “I write to clarify _____.”

STEP 2: Choose the type of letter

Request, follow-up, clarification, response, etc.

STEP 3: Include up to 3 facts (if applicable)

No more than 3–5 lines of facts, with dates.

STEP 4: Write the request

If there is more than one, I number them.

STEP 5: Request a written response (when necessary)

That line creates real follow-up.

STEP 6: Attach evidence (if applicable)

And cite it: “According to Attachment A...”

STEP 7: Close with respect and signature

Short, professional, no drama.

CHAPTER 6 — ATTACHMENTS, EVIDENCE, AND HOW TO CITE THEM

When a letter includes attachments, it levels up: it stops being “what I say” and becomes “what I demonstrate.”

ATTACHMENT RULES

1. Every attachment is labeled: Attachment A, B, C...
2. Every attachment has a name: “Copy of request dated _____”
3. In the text I cite the attachment: “According to Attachment A...”
4. I include an attachment index if there are more than 2

ATTACHMENT INDEX (WHEN APPLICABLE)

Attachment A: _____

Attachment B: _____

Attachment C: _____

CHAPTER 7 — DELIVERY, COPIES, AND FOLLOW-UP

A letter without a copy is a weak letter. A letter with a copy is a record.

MY SYSTEM

- Original (if applicable)
- Copy for the recipient (if requested)
- Copy for my record
- Logbook entry: date, time, to whom, result

FOLLOW-UP

If the letter requires a response and it does not arrive, I send a short follow-up letter: I confirm receipt, request status, and restate the request.

CHAPTER 8 — HIGH-IMPACT LETTERS: ONE-PAGE CLARITY

I try to keep my letters to one page when possible. A strong letter has:

- Exact subject line
- Minimal context
- Clear request
- Cited evidence
- Firm, respectful closing

RULE

If I need to explain a lot, I move it to attachments. The letter directs. The attachments prove.

CHAPTER 9 — ERRORS THAT SINK A LETTER AND HOW I AVOID THEM

ERROR 1: No clear subject line.

FIX: One-line subject using the verb “request/clarify/follow-up.”

ERROR 2: No dates in sensitive matters.

FIX: At least 1–2 key dates.

ERROR 3: Mixing multiple topics in one letter.

FIX: One letter per purpose.

ERROR 4: Writing 3 pages of emotion.

FIX: Emotion out; structure in.

ERROR 5: Not requesting a written response.

FIX: Include it when follow-up is needed.

ERROR 6: Not keeping a copy.

FIX: Copy is mandatory.

ERROR 7: Threatening or insulting.

FIX: Firmness with respect.

CHAPTER 10 — A 30-DAY PLAN TO LEVEL UP IN LETTERS

DAYS 1–3: learn the parts of a letter, base templates

DAYS 4–7: write 3 letters (request, clarification, follow-up)

WEEK 2: attachments and citations (Attachment A, B...)

WEEK 3: response letters and record letters

WEEK 4: formal complaint letters and recommendation letters

My goal is that I do not improvise: that I have a library of letters ready to use.

I write letters to build record, to request with order, and to make my words processable. My respect is in my structure. My firmness is in my clarity. And my clarity, when supported by method, produces answers.

APPENDIX A — COPY-PASTE TEMPLATES

A1) UNIVERSAL LETTER TEMPLATE (BASE)

[PLACE AND DATE] _____ on // _____

To: _____

Title/Office/Area: _____

Address/Unit (if applicable): _____

SUBJECT: _____

Receive a respectful greeting.

I, _____, identified as _____,
address you in order to _____

FACTS OR CONTEXT (BRIEF, IF APPLICABLE)

1. On // _____ the following occurred: _____
2. On // _____ I completed: _____
3. Prior response (if applicable): _____

PURPOSE / REQUEST

Based on the above, I request:

- 1.
- 2.

RESPONSE (IF APPLICABLE)

I request that the response be issued in writing for record and follow-up purposes.

EVIDENCE / ATTACHMENTS (IF APPLICABLE)

Attachment A: _____

Attachment B: _____

Thank you for your attention. I remain available to expand information if necessary.

Sincerely,

Signature: _____

Name: _____

ID/Number: _____

Date: // _____

Copy to: _____ (if applicable)

A2) REQUEST LETTER (SIMPLE AND DIRECT)

[PLACE AND DATE] _____ on // _____

To: _____ Title/Office: _____

SUBJECT: Request for _____

Receive a respectful greeting.

Through this means I request _____

Brief reason (if applicable): _____

I request a written response for record purposes.

Sincerely,

Signature: _____

Name/ID: _____

Date: // _____

A3) FOLLOW-UP LETTER (STATUS CONFIRMATION)

[PLACE AND DATE] _____ on // _____

To: _____ Title/Office: _____

SUBJECT: Follow-up regarding letter/request dated // _____

Receive a respectful greeting.

I write to follow up on my communication submitted on // ____ regarding:

_____.

I request confirmation of receipt and the current status of the process. I restate my request: _____

I request a written response for record purposes.=

Sincerely,

Signature: _____

Name/ID: _____

Date: // _____

Attachment (if applicable): copy of original communication

A4) CLARIFICATION LETTER (CORRECT CONFUSION)

[PLACE AND DATE] _____ on // _____

To: _____ Title/Office: _____

SUBJECT: Clarification regarding _____

Receive a respectful greeting.

I write to clarify the following: _____

The correct information is: _____.

To avoid confusion, I request that this clarification be noted and that the status or procedure that applies be indicated in writing.

Sincerely,

Signature: _____

Name/ID: _____

Date: // _____

A5) FORMAL RESPONSE LETTER

[PLACE AND DATE] _____ on // _____

To: _____ Title/Office: _____

SUBJECT: Response to communication dated // _____

Receive a respectful greeting.

I acknowledge receipt of your communication dated // _____. In response, I hereby state:

1.

Therefore, I request/confirm: _____.

I appreciate that this communication be kept as part of the record.

Sincerely,

Signature: _____

Name/ID: _____

Date: // _____

Attachments (if applicable): _____

A6) RECORD / STATEMENT LETTER (DOCUMENT A FACT OR STEP TAKEN)

[PLACE AND DATE] _____ on // _____

To: _____ Title/Office: _____

SUBJECT: Record of _____

Receive a respectful greeting.

Through this means I leave record of the following:

On //, at :, in _____, the following occurred/I completed: _____

Person who attended (if applicable): _____

Result or information received: _____

I request that this record be incorporated into the corresponding file.

Sincerely,

Signature: _____

Name/ID: _____

Date: // _____

A7) FORMAL COMPLAINT LETTER (FACTS + REQUEST)

[PLACE AND DATE] _____ on // _____

To: _____ Title/Office: _____

SUBJECT: Formal complaint regarding _____

Receive a respectful greeting.

I, _____, identified as _____, submit this formal complaint based on the following facts:

FACTS (BRIEF AND WITH DATES)

1. // ____: _____

2. // ____: _____

3. // ____: _____

IMPACT (1–3 LINES)

This situation affects: _____

REQUEST (NUMBERED)

Based on the above, I request:

1.

I request a written response for record and follow-up purposes.

Sincerely,

Signature: _____

Name/ID: _____

Date: // _____

Attachments (if applicable): Attachment A _____ / Attachment B _____

A8) RECOMMENDATION / SUPPORT LETTER (INSTITUTIONAL)

[PLACE AND DATE] _____ on // _____

To: _____ Title/Office: _____

SUBJECT: Support letter on behalf of _____

Receive a respectful greeting.

Through this means, I state my support on behalf of _____,
identified as _____, for the following reasons:

1.

2.

This support is issued for evaluation and record purposes.

Sincerely,

Signature: _____

Name/ID: _____

Date: // _____

A9) AUTHORIZATION LETTER (DELEGATE A PROCESS)

[PLACE AND DATE] _____ on // _____

To: _____ Title/Office: _____

SUBJECT: Authorization for process

Receive a respectful greeting.

I, _____, identified as _____,
authorize _____, identified as _____,
to carry out the following process on my behalf: _____.

This authorization is valid from // to //.

Sincerely,

Signature: _____

Name/ID: _____

Date: // _____

A10) INTRODUCTION LETTER (PRESENT PURPOSE)

[PLACE AND DATE] _____ on // _____

To: _____ Title/Office: _____

SUBJECT: Letter of introduction

Receive a respectful greeting.

Through this means I introduce myself as _____.
The purpose of this communication is _____.
My intention is to maintain clear, respectful, and documented communication in order to facilitate the corresponding process.

I appreciate being informed in writing of the proper procedure or channel for follow-up.

Sincerely,

Signature: _____

Name/ID: _____

Date: // _____

APPENDIX B — COPY-READY TABLES

B1) LETTERS SENT LOG

Date | Letter type | Subject | Addressed to | Delivery method | Proof of delivery |
Response (yes/no) | Response date

____ | _____ | _____ | _____ | _____ | _____ | ____ | ____

B2) “SUBJECT LINES” TABLE (PERSONAL BANK)

Purpose | Recommended subject line (1 line)

Request certification | “Request for certification of _____”

Follow up | “Follow-up regarding communication dated _____”

Clarify | “Clarification regarding _____”

File a complaint | “Formal complaint regarding _____”

Respond | “Response to communication dated _____”

B3) FACT–LETTER–ATTACHMENT MATRIX

Fact (date) | Letter type | Suggested attachment

// _____ | _____ | _____

APPENDIX C — CHECKLISTS (TOTAL CONTROL)

C1) CHECKLIST BEFORE SUBMITTING A LETTER

- Place and date
- Correct recipient (title/office)
- Clear one-line subject
- Minimal identification
- Brief context with dates (if applicable)
- Concrete request (numbered if multiple)
- Requested written response (if applicable)
- Attachments labeled (if applicable)
- Complete copy for my record
- Delivery record (logbook or table)

C2) TONE CHECKLIST (SO I DON'T HARM MYSELF)

- I did not insult
- I did not threaten
- I did not exaggerate
- I did not generalize

I wrote clearly and directly

My request is understandable in 10 seconds

C3) ATTACHMENT CHECKLIST

Each attachment has a letter (A, B, C...)

Each attachment has a name

I cited them inside the letter (“According to Attachment A...”)

I included an attachment index if there are more than 2

I kept a copy of the complete package

I close this book with a truth that is already discipline for me: a well-written letter is organized respect. It is the clearest way to speak when the environment is tense, when emotion wants to take over, or when time does not allow long explanations. The letter turns my intent into a verifiable message; it protects me as the sender and helps the recipient understand, evaluate, and respond without confusion.

This Guide taught me to write letters the way they are supposed to be written: correct heading, clear purpose, facts in order, specific request, firm and respectful tone, and a closing that supports recordkeeping. I learned that the strength of a letter is not in shouting with words; it is in being exact. It is in saying what is necessary without filler, separating what happened from what I request, and documenting dates, actions taken, and next steps.

I end with a personal commitment: I will not write on impulse again. I will not send loose messages that get misinterpreted again. I will communicate with structure. Because a well-made letter not only opens doors—it also closes space for rumor, delay, and “nobody told me.” And in a system where the written word carries weight, I choose for my written word to be serious, clean, and useful.

***“I DON’T WRITE ON IMPULSE: I WRITE WITH CLARITY;
MY LETTER CARRIES DATES, FACTS, AND A REAL REQUEST;
FIRM WITHOUT DISRESPECT... BECAUSE THAT’S HOW DIGNITY
SPEAKS.”***

**LET'S GO PEOPLE!
LET IT BE CLEAR,
THIS IS A CRY FOR PEACE,
AND NOT FOR WAR,
THE PHILOSOPHY,
REMAINS ALIVE,
LET'S FOLLOW CARLOS'S PHILOSOPHY,
WE DON'T WANT HUGS WITH LIFE,
UNTIL OUR PEOPLE ARE FREE,
LET'S ALL UNITE,
IN A SINGLE LINE,
OF THOUGHT,
AND CONSCIOUSNESS,
TO COMBAT,
OUR GREATEST OPPRESSOR,
THE MONSTER,
WITH SEVEN HEADS,
AND IN MEMORY,
OF OUR SUPREME LEADER,
CARLOS TORRES MELÉNDEZ,
AND OTHER FALLEN BROTHERS,
IN THE STRUGGLE OF PAIN,
FIGHT,
SHARE,
AND LIVE IN HARMONY,
AS STIPULATED,
BY OUR PHILOSOPHY OF LIFE,
ASOCIACIÓN ÑETA,
ASOCIACIÓN ÑETA,
ASOCIACIÓN ÑETA.**

