**à**Write the letter in polite and brief terms

àAddress the person in proper words and request him/her to do the needful

àBe careful to write the designation and the address of the person clearly

àMention your details properly and introduce yourself to the receiver in prompt terms

àOffer to return the favor.

àMention alternatives to the favor requested if it is too huge.

àDon’t ask for impossible favors

àMention how their help will be beneficial to you.

àMention why you chose that person to ask for the favor

àDo not apologize for asking the favor. Let the receiver feel privileged for helping in need

**à**Thank the person profusely for going out of the way to fulfill your request