Professional E-mail Using Plain Language

To   linda@lovingcare.com
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Subject   Care Instructions for Lola and Lester Clarke
        Attach a file   Insert: Invitation

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Dear Linda,

Thank you again for agreeing to stay with Lola and Lester while I'm in Los Angeles next weekend. I really do hate leaving them overnight—I've done so only once since they were puppies—but unfortunately I can't get out of attending this wedding (my college roommate's). My veterinarian assures me, however, that you are a true professional and an expert with Dobermans.

I'm looking forward to introducing you to them tomorrow afternoon at our house. As you requested, I have enclosed some of the most pertinent information on the dogs' feeding, exercise, medicine, and bedtime routines. Lester and Lola are very sweet and (I hope you will agree) easy to care for.

1) Feeding
Both dogs eat four cups of food twice a day. Lester is recovering from an upset stomach (see below), but is eating normally again. A few concerns:
---The dogs are strictly forbidden to exercise either right before or right after meals.
---Lola sometimes tries to steal Lester's food; just use a stern voice and tell her "Phooey!"
---They can have liver treats whenever, but that's it. I don't want to spoil them!

2) Exercise
Both dogs love to run—I am thrilled that you are a marathoner. I myself am no long-distance runner, but I do manage to take them on a "power-walk" around the lake first thing each morning. They can also run around the yard as much as they like throughout the day. Please note:
---If it is cold or raining, please put their doggie coats on.
---Watch out for neighborhood cats—one big, nasty orange tabby, in particular. Lester loves to chase him, and he's nearly pulled me over innumerable times trying to do just that.

3) Medicine
Both dogs take a multivitamin each night. You can stick the pill inside a liver treat. In addition: After feasting from the neighbor's garbage can last week, Lester is on acidophilus to help his stomach recover. Please administer it to him in the morning and the evening. Lola has an eye ointment for conjunctivitis. (She'll struggle fiercely against receiving this ointment, but it really is essential.)

4) Bedtime
I hate to admit it, but both dogs sleep on my bed (under the covers, with their heads on the pillows). They are very civilized about it, but if you are not comfortable with this arrangement, I won't hold it against you! Just ask them to get down and sleep on their doggie beds. If this doesn't work (and it probably won't), feel free to make use of the fold-out couch.

That's all for now. I'll undoubtedly think of a dozen more tidbits before tomorrow. Hopefully you're accustomed to frenzied rambling from first-time clients.

Thank you in advance for taking such loving care of my two darling "children"!

Gratefully yours,

Jason P. Clarke
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