

THE

NEW

# Letter - Writer,

CONTAINING A VARIETY OF

## Forms of Letters,

ON

BUSINESS, DUTY AND FRIENDSHIP,  
LOVE, COURTSHIP & MARRIAGE;

TO WHICH ARE ADDED,

Supercriptions and Addresses for Letters,  
to Persons of every Station.



F A L K I R K :

PRINTED AND SOLD BY T. JOHNSTONS

THE NEW

LETTER - WRITER.



ON DUTY AND FRIENDSHIP.

LETTER I.

*From a Son at School to his Father.*

Honoured Sir,

I am greatly obliged to you for all your favours; all I have to hope is, that the progress I make in my learning will be no disagreeable return for the same. Gratitude, duty, and a view of future advantages, all conspire to make me thoroughly sensible how much I ought to labour for my own improvement, and your satisfaction, and to shew myself, upon all occasions,

Your most obedient,

and ever dutiful Son,

ROBERT REID

## LETTER II.

*From a Youth at School to his Parents.*

Honoured Father and Mother,

Your kind Letter of the 24th instant, I received in due time, and, soon after, the things you therein mentioned, by the Carrier, for which I return you my sincere thanks. They came very opportunely for my occasions. I hope soon to improve myself at school, though I own it seems a little hard and irksome to me as yet; but my master gives me great encouragement, and assures me, I will soon get the better of the little difficulties that almost every boy meets with at first, and then it will be a perfect pleasure instead of a task, and altogether as pleasant and easy as it is now irksome and hard.

My humble duty to yourselves: and I beg the favour of you to give my kind love to my brothers and sisters; and remember me to all my friends and acquaintance; which is at present all from

Your very dutiful and obedient Son,

CHARLES GOODENOUGH.

## LETTER III.

*An Excuse to Father or Mother.*

Honoured Sir, or Mother,

I am informed, and it gives me great concern, that you have heard an ill report of me, which, I suppose, was raised by some of my school-fellows, who either envy my happiness, or, by aggravating my faults, would be thought to seem less criminal themselves; though I must own I have been a little too remiss in my school-business, and am now sensible I have lost, in some measure, my time and credit thereby; but, by my future diligence, I hope soon to recover both: and, to convince you that I pay a strict regard to all your commands, which I am bound to, as well in gratitude as duty, and hope I shall ever have leave, with great truth, to subscribe myself

Your most dutiful Son,

WILLIAM COLLINS.

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 LETTER IV.
*[From an Apprentice to his Father.]*

Honoured Sir,

I know it will be a great satisfaction to you and my dear mother, to hear that I go on very happily in my business:



and my master seeing my diligence, puts me forward, and encourages me in such a manner that I have great delight in it, and hope I shall answer in time your good wishes and expectations, and the indulgence which you have always shewn me. There is such good order in the family, as well on my mistress's part as on my master's, that every servant, as well as I, knows his duty, and does it with pleasure. So much evenness, sedateness, and regularity is observed in all they enjoin or expect, that it is impossible but it should be so. My master is an honest, worthy man; every body speaks well of him. My mistress is a chearful, sweet tempered woman, and rather heals breaches than gives them: and the children, after such examples, behave to us all like ones's own brothers and sisters. Who can but love such a family? I wish, when it shall please God to put me in such a station, that I may carry myself just as my master does and if I should ever marry, have just such a wife as my mistress; and then, by God's blessing, I shall be as happy as they are, and as you, Sir, and my dear mother, have always been.— If any thing can make me happier than I am, or continue to me my present felicity, it will be the continuance of yours

and my good mother's prayers, for,  
honoured Sir, and Madam,

Your very dutiful Son.

—o—o—o—o—

## LETTER V.

*To a Young Lady cautioning her against  
keeping Company with a Gentleman  
of a bad Character.*

Dear Niece,

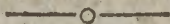
THE sincere love and affection which I now have for your indulgent father, and ever had for your virtuous mother, not long since deceased, together with the tender regard I have for your future happiness and welfare, have prevailed on me to inform you, rather by letter than by word of mouth, that the town rings of your unguarded conduct, and the too great freedom that you take with Mr. Tripit. You have been seen with him (if same lies not in the side boxes of both theatres, at the Blue-Coat Hospital on a Sunday night, and afterwards at a certain Tavern; not a mile from thence, which is a house (as I have been credibly informed) of no good repute: You have both, moreover, been seen at Ranelagh Assembly, Vauxhall Gardens; and what is still more flagrant,

at Cuper's Frie-Works. Don't imagine, Niece, that I am in the least prejudiced, or speak out of any private pique; but let me tell you, your familiarity with him, gives me no small concern, as his character is none of the best; and as he has acted in the most ungenerous manner by two or three very virtuous young ladies of my acquaintance, who entertained a too favourable opinion of his honour. 'Tis possible, as you have no great expectation from your relations, and he has an annuity (as is reported) of 200*l*. a-year left him by his uncle, that you may be tempted to imagine his addresses an offer to your advantage.— 'Tis much to be questioned, however, whether his intentions are sincere; for, notwithstanding all the fair promises he may possibly make you, I have heard it whispered that he is privately engaged to a rich, old, doating Lady, not far from Hackney. Besides, admitting it to be true, that he is really entitled to the annuity above-mentioned, yet it is too well known that he is deeply in debt; that he lives beyond his income, and has very little, if any regard for his reputation. In short, not to mince the matter, he is a perfect libertine, and is ever boasting of favours from our weak sex, whose fondness and frailty are the



constant topics of his railery and ridicule. All things, therefore, duly considered, let me prevail on you, dear Niece, to avoid his company as you would a mad man; for, notwithstanding, I still think you virtuous, yet your good name may be irreparably lost, by such open acts of imprudence. As I have no other motive but an unaffected zeal for your interest and welfare, I flatter myself you'll put a favourable construction on the liberty here taken, by

Your affectionate Friend & Aunt.



## LETTER VI

*Advice from a Father to his Son now entered in Business.*

Dear Robin,

As you are now entering the world, and will probably have very considerable dealings in your business, the frequent occasion you will have for advice from others, will make you desirous of singling out, among your most intimate acquaintance, one or two, whom you would view in the light of friends. In the choice of these, your utmost care and caution will be necessary; for, by a mistake here, you can scarcely conceive



the fatal effects you may hereafter experience. Wherefore it will be proper for you to make a judgment of those who are fit to be your advisers, by the conduct they have observed in their own affairs, and the reputation they bear in the world; for he who has, by his own indiscretions undone himself, is much fitter to be set up as a landmark for a prudent mariner to shun his courses, than an example to follow. Old age is generally slow and heavy, youth headstrong and precipitant; but there are old men who are full of vivacity, and young men replete with discretion; which makes me rather point out the conduct than the age of the persons with which you should choose to associate; though, after all, it is a neverfailing good sign to me of prudence and virtue in a young man, when his seniors choose his company, and he delights in theirs. Let your endeavours therefore be, at all adventures, to consort yourself with men of sobriety, good sense and virtue; for the proverb is an unerring one that says, "A man is known by the company he keeps." If such men you can single out, while you improve by their conversation, you will benefit by their advice. And be sure remember one thing, that tho' you must be frank and unreserved in

Delivering your sentiments, when occasions offer, yet that you be much readier to hear than to speak; for to this purpose it has been significantly observed, that Nature has given man two ears, and but one tongue. Lay in therefore, by observation and modest silence, such a store of ideas, that you may, at their time of life, make no worse figure than they do: and endeavour to benefit yourself rather by other people's ills than your own. How must those young men expose themselves to the contempt and ridicule of their seniors, who having seen little or nothing of the world, are continually shutting out, by open mouths and closed ears, all possibility of instruction; and making vain the principal end of conversation, which is improvement? A silent young man makes, generally, a wise old one; and never fails of being respected by the best and most prudent men. When, therefore, you come among strangers, hear every one speak before you deliver your own sentiments; by this means you will have opportunity to judge of the merit and capacities of your company, and avoid exposing yourself, as I have known many do, by shooting out hally and inconsiderate bolts, which they would have been glad to recal; when, perhaps, a silent genius in

company has burst out upon them with such observations, as have struck consciousness and shame into the froward speaker, if he has not been quite insensible of inward reproach.

I have thrown together, as they occurred, a few thoughts, which may suffice for the present, to shew my care and concern for your welfare. I hope you will constantly, from time to time, communicate to me whatever you shall think worthy of my notice, or in which my advice may be of use to you; for I have no pleasure in this life, equal to that which the happiness of my children gives me; and of this you may be assured, for I am, and ever must be,

Your affectionate Father.

—x—

## LETTER VII.

*From a Father to a Son. on his negligence in his affairs.*

Dear Jemmy,

You cannot imagine what a concern your carelessness and indifferent management of your affairs gives me. Remissness is inexcusable in all men, in none so much as a man of business, the soul of which is industry, diligence, and the

utmost punctuality. Let me beg of you to shake off the idle habits you have contracted; quit unprofitable company, and unseasonable recreation; and apply to your Compting-house with diligence.— It may not yet be too late to retrieve your affairs. Inspect, therefore, your gains, and cast up what proportion they bear to your expences; and then see which of the latter you can, and which you cannot contract. Consider, that when once a man suffers himself to go backward in the world, it must be an uncommon spirit of industry that retrieves him and puts him forward again.

Reflect, I beseech you, before it be too late, upon the inconveniencies which an impoverished trader is put to, for the remainder of his life, which, too, may happen to be the prime part of it; the indignities he is likely to suffer from those whose money he has unthinkingly squandered; the contempt he will meet with from all, not excepting the idle companions of his folly; the injustice he does his family, in depriving his children, not only of the power of raising themselves, but of living tolerably; and how, on the contrary, from being born to creditable expectations, he sinks them into the lowest classes of mankind, and exposes them to the most dangerous



temptations. What has not such a father to answer for? And all this for the sake of indulging himself in an idle, careless, and thoughtless habit, that cannot afford the least satisfaction beyond the present hour, if in that, and which must be attended with deep remorse, when he comes to reflect. Think seriously of these things and in time resolve on such a course as may bring credit to yourself, justice to all you deal with, peace and pleasure to your mind, comfort to your family; and which will give, at the same time, the highest satisfaction to

Your careful and loving Father.

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LETTER VIII.

*To a Friend, on occasion of his not answering his Letters.*

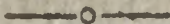
Dear Sir,

It is so long since I had the favour of a line from you, that I am under great apprehensions in relation of your health and welfare. I beg you, Sir, to renew to me the pleasure you used to give me in your correspondence; for I have written three letters to you before this, to which I have received no answer, and am not conscious of having any way disoblige

you. If I have, I will most willingly ask your pardon; for nobody can be more than I am,

Your affectionate and faithful

Friend and Servant



LETTER IX.

*Answer to the foregoing Letter.*

Dear Sir,

You have not, cannot disoblige me; but I have greatly disobliged myself, in my own faulty remissness: I cannot account for it as I ought. To say I had business one time, company another, was distant from home a third, will be but poor excuses, for not answering one of your kind letters in four long months. I therefore ingenuously take shame to myself, and promise future amendment; and that nothing shall ever, while I am able to hold a pen, make me guilty of the like neglect to a friend I love.—Forgive me then, my good, my kind, my generous friend, and believe me to be ever

Yours, &c.

ON

LOVE, COURTSHIP, AND MARRIAGE.

## LETTER I.

*From a Young Man just done with his  
Apprenticeship, to his Sweetheart.*

Dear Sally,

I have been long in love with you, but was afraid to tell you. When I go with you to Bagnigge, or Sadlers-Wells, I am almost like a fool, and altogether unfit for company; I think of you all day, and at night I dream of my dear Sally. I am well settled in work, and my wages are Eighteen Shillings per week. You and I can live on that, and I shall bring it home untouched on Saturday evening. I will not go to any alehouse, but as soon as my work is done, return home to my dearly beloved Sally. I hope, my dear, you will not be angry, for I am really in love. I cannot be happy unless you are mine. I was afraid to mention this to you, but if you will leave an answer at my lodgings, I will meet you next Sunday, after dinner, at the Shepherd and Shepherdes, when we will take



a walk to Hornsey-House and drink tea. How happy shall I be to hear from my charmer! But a thousand times more so, to think that she will be mine!!!

I am, my Dear, your real Lover.

—ooo—ooo—

LETTER II.

*Answer to the foregoing.*

Dear Jack,

I received your very kind Letter, but I don't know what to say in answer.— Although I would be glad to marry, yet you men are so deceiving that there is no such thing as trusting you. There is Tom Timber, the carpenter, and Jack Hammer, the smith, who have not been married above six months, and every night come home drunk, and beat their wives. What a miserable life is that, Jack, and how do I know but you may be as bad to me? How do I know but you, like him, may get drunk every night, and beat me black and blue before morning? I do assure you, Jack, if I thought that would be the case. I would scub floors and scour saucepans as long as I live. But possibly you may not be



To bad; for there is Will Copper, the  
brazier, and Jack Trotter, the a/s-man,  
who are both home-bringing husbands,  
and have every day a hot joint of meat,  
and a pot of beer. I know not yet what  
I shall do; but as I like a walk to Horn-  
sey, I will meet you at the Shepherd and  
Shepherdess on Sunday after dinner, and  
then we will talk more of the matter.

I am, dear Jack,

Your most humble Servant:

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LETTER III.

*From a respectful Lover to his Mistress.*

Dear Madam,

I have long struggled with the most  
honourable and respectful passion that  
ever filled the heart of man: I have  
often tried to reveal it personally, as  
often in this way, but never, till now,  
could prevail upon my fears and doubts.  
But I cannot longer struggle with a se-  
cret that has given me so much torture  
to keep and yet, hitherto, more than  
have endeavoured to reveal it. I never  
entertain the hope to see you, without  
rapture; but, when I have that pleasure,  
instead of being animated as I ought,

I am utterly confounded: What can this be owing to, but a diffidence in myself, and an exalted opinion of your worthiness? And is not this one strong token of ardent love? Yet, if it be, how various is the tormenting passion in its operations! Some it inspires with courage, whilst others it deprives of all necessary confidence. I can only assure you, Madam, that the heart of man never conceived a stronger or sincerer passion than mine for you. If my reverence for you is the crime, I am sure it has been my sufficient punishment.— I need not say, my designs and motives are honourable; who dare approach so much virtuous excellence, with a supposition that such an assurance is necessary? What my fortune is, is very well known; and I am ready to stand the test of the strictest enquiry. Condescend, Madam, to embolden my respectful passion with one favourable line, that if what I here profess, and hope further to have an opportunity to assure you of, be found to be unquestionable truth, then my humble address will not be quite unacceptable to you; and thus you will for ever oblige, dear Madam,

Your affectionate admirer,

and devoted Servant.

## LETTER IV.

*The Answer.*

Sir,

If modesty be the greatest glory of our sex, surely it cannot be blameworthy in yours. For my own part, I must think it the most amiable quality either man or woman can possess. Nor can there be, in my opinion, a true respect, where there is not a diffidence of one's own merit, and an high opinion of the person's we esteem. To say more on this occasion, would little become me; to say less, would look as if I knew not how to pay that regard to modest merit, which modest merit only deserves.— You, Sir, best know your own heart; and if you are sincere and generous, will receive as you ought, this frankness from,

Your humble Servant.

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## LETTER V.

*From a Young Tradesman, lately entered into Business, to his Father, asking his consent to marry.*

Honoured Sir,

You know that it is now above a year since I entered into business for myself, and finding it daily increasing, I am ob-

liged to look out for an agreeable partner (I mean a Wife.) There is a very worthy family in this neighbourhood, with whom I have been some time acquainted; they are in good circumstances, and have a daughter, an amiable young woman, greatly esteemed by all who know her: I have paid my addresses to her, and likewise obtained the parents' consent, on condition that it is agreeable to you. I would not do any thing of that nature, without your consent; but I hope that, upon the strictest enquiry, you will find her such a person, that you will not have any objection to a match so advantageous. I, on every occasion, endeavour to act with the greatest prudence, consistent with the rules you was pleased to prescribe for my conduct. Her parents are to give me five hundred pounds on the day of marriage, if the event should happen to take place; and as they have no other children, the whole of their property becomes ours at their death. In whatever light you are pleased to consider this, I shall abide by your direction, and your answer in the mean time is impatiently expected,

By your dutiful Son.



## LETTER VI.

*The Father's Answer.*

My dear Son,

I received your Letter, and my reason for not answering you sooner, is, that it being an affair of great importance, I was willing to proceed therein with the utmost caution. I wrote to Mr. Johnson, my Attorney in New Inn, desiring him to enquire concerning the family you desire to be allied with; and I am glad to hear his account does not differ from your own. I hope you do not think that I would desire to see you one moment unhappy. Your reasons for entering into the marriage-state, are every way satisfactory, and I am glad to hear that the person on whom you have placed your affections is so deserving. When you have fixed the wedding-day, I will come to London, to be present at the ceremony, and spend a few days with my old friends. I hope you will continue to attend your business with the same diligence you have hitherto done; and if you should live to an old age, you will then be able to retire from trade with honour, both to yourself and your family. I am, dear Son,

Your affectionate Father:

## LETTER VII.

*From a young Woman, a Servant in London,  
to her Parents, desiring their consent  
to her marriage.*

Honoured Father and Mother,

I have sent this to inform you, that one Mr. Wood, a young man, a cabinet-maker, has paid his addresses to me, and now offers me marriage: I told him I would do nothing without your consent, and therefore have sent this by Mr. Jones, your neighbour, who called on me, and will inform you more particularly of his circumstances. The young man has been set up in business about two years, and is very regular and sober. Most people in the neighbourhood esteem him, and his business is daily increasing.— I think I could live extremely happy with him, but do not choose to give him my promise until I have first heard from you. Whatever answer you send, shall be obeyed by

Your affectionate Daughter.

## LETTER VIII.

*The Parents' Answer.*

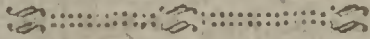
Dear Child,

WE received your Letter by Mr. Jones, and the character he gives of the young

man is so agreeable, that we have no objection to your marrying him; begging that you will seriously consider the duties of that important state, before it is too late to repent. Consider well with yourself, that according to your conduct to each other, you must be either happy or miserable as long as you live. There are many occurrences in life in which the best of men's tempers may be ruffled, on account of losses or disappointments; if your husband should at any time be so, endeavour to make him as easy as possible. Be careful of every thing he commits to your keeping; and never affect to appear superior to your station, for although your circumstances may be easy, yet, while in trade, you will find a continual want of money for many different purposes. It is possible some of your more polite neighbours may despise you for a while, but they will be forced, in the end, to acknowledge that your conduct was consistent with the duties of a married state. But, above all, remember your duty to God, and then you may cheerfully look for a blessing on your honest endeavours. May God direct you in every thing for the best, is the sincere prayer of

Your loving Father and mother.

SUPERSCRPTIONS  
AND  
ADDRESSES  
FOR  
LETTERS.



To the King's Most Excellent Majesty,  
*Sire, or, May it please your Majesty.*

To his Grace the Duke of B— *My Lord  
Duke, or, My it please your Grace,  
or, Your Grace.*

To the most Noble, the Marquis of H.  
*My Lord Marquis, Your Lordship.*

To the Right Hon. the Earl of H.—  
*My Lord, Your Lordship.*

To Sir James H. Bart.—*Hon. Sir.*

To the Hon. Col. P. or the Hon. Ad-  
miral W.—*Hon. Sir.*

To Major, or Capt. or Lieut. or En-  
sign P.—*Sir.*

To the Reverend Mr. J. H.—*Rev. Sir.*

To J. C. Esq.—*Sir.*

To Mr. J. H.—*Sir.*

F I N I S.

Falkirk—T. Johnston, Printer.