

December 21 [1658]

1 2 My Most Honored Father,

3 Fearing that the frost may return, I am taking the liberty of telling you that I think that

the pain in your leg will subside when you have been purged. 4 Allow me to explain a

method I was taught, which is in no way upsetting. 5 Take some senna, the weight of an

ecu and infuse it for about an hour in a pint of ordinary bouillon, the first from the pot,

drawn when it is at a full boil. Take it at the beginning of a meal, or eat some soup after you

have taken this little dose by itself. Be sure it is good and hot. If you repeat this for two or

three days, it will have the same effect as a strong medicine, but without producing any

weakness. 6 If you find it does you some good, continuing it once or twice a week will

bring some relief to your poor legs. I forgot to mention that this does not interfere with

taking bouillon in the morning or with having dinner at the first table. I think that it was

Monsieur de Lorme, or some other clever doctor, who taught me this secret that he has been

using for more than 30 years. 7 We would be delighted to prepare it, so that you can try it

out. We will be even happier to continue to do so if God blesses its use. I know from

experience that trying it cannot hurt you.

8 Forgive me for taking this liberty as your Charity pardons me so many other faults.

Believe me, my Most Honored Father, your very humble daughter and most obedient

servant.

1 RESPECT

Though our letters nearly 400 years later needn't be as formal as St. Louise's greeting to St. Vincent, including a greeting is one sign of respect.

2 RAPPORT

Greeting your writer by their preferred name is crucial in developing rapport.

3 EXIGENCE

St. Louise promptly states her exigence for the letter.

4 AGENDA

Consider how St. Louise sets an agenda by introducing an effective strategy from her own experience. She also seeks to offer encouragement by stating it won't be upsetting to use the method.

5 METHODS & SPECIFIC FEEDBACK

Notice how St. Louise details the methods she encourages Vincent to use. Here, she offers specific feedback by detailing the steps to take to apply her suggested treatment.

6 TRANSFERABLE FEEDBACK

Here, St. Louise offers transferable feedback, encouraging Vincent to apply this method over time for greater efficacy.

7 COLLABORATION

St. Louise demonstrates collaboration by offering to help make the treatment she describes.

8 RAPPORT BUILDING

St. Louise closes her letter with further rapport building. Her tone is formal and deferential considering her role at the time, but the concepts of expressing respect, encouragement, and a willingness to collaborate are applicable to writing an appointment letter.