Name: Ahmed khan

Subject: business English

ID: 14595

BUSSINESS LETTER

A business letter is a letter from one company to another, or between such organizations and their customer, clients or other external parties.

Parts of business letter:

This resource is organized in the order in which you should write a business letter.

SENDER’S ADDRESS:

The sender’s address usually included in letterhead .if you are not using letterhead, include the sender’s address at the top of the letter on the line above the date.

DATE:

The date line is used to indicate the date the letter was written, if your letter is completed over a number of days, use the date it was finished. For example June 21, 2020.

INSIDE ADDRES:

The inside address is the recipient address. It is always best to write to a specific individual at the firm in which you are writhing. If you don’t have the person’s name, do some research. Include the title such as Ms., Mrs., Mr., or Dr.

SALUTATION:

Use the same name as the inside address, including the personal title. If you know the person and typically address them by their first name, it is acceptable to use only first name in the salutation. Leave one line blank after the salutation.

BODY:

For block and modified block formats, single space and left justify each paragraph within the body of the letter. Leave a blank line between each paragraph. When writing a business letter, be careful to remember that conciseness is very important. In the first paragraph consider a friendly opening and then a statement of the main point. The next paragraph should begin justify the statement of the main point.

The closing paragraph should restate the purpose of the letter and in some cases, request some type of action.

CLOSING:

The closing begins at the same vertical points as your date one line after the last body paragraph. Capitalize the first word only e.g. Thank you and leave four lines between the closing and the sender name for a signature. If a colon follows the salutation, a coma should follow the closing.

Business letter format

1234 street address

City, street, zip

Email address

Today’s date

Address name

Address title

Company name

1234 street address

City, street, address

Dear Name

Your signature

Your name

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