

Business Letter

How To Write A Business Letter?

A business letter is a letter written in formal language in order:

- to request information or action from another party,
- to reply to a request,
- to order supplies from a supplier,
- to identify a mistake that was committed,
- to apologize for a wrong
- or simply to convey goodwill.

The Elements of a business letter are as follows:

- Sender's address
- Date
- Inside address
- Attention line
- Salutation
- Body of the letter
- Complimentary close
- Signature
- Enclosure

Styles of business letters are of two main types:

(Depending on the positions of some of the previous Elements)

1. Full block style:
In this type you align all elements on the left margin.
2. Modified block:
In this style, some elements are on the right page margin.

The following is the general format, excluding indentation used in various formats:

[SENDER'S COMPANY NAME]
[SENDER'S ADDRESS (optional if placed at bottom)]
[SENDER'S PHONE]
[SENDER'S E-MAIL (optional)]

[DATE]

[RECIPIENT W/O PREFIX]
[RECIPIENT'S COMPANY]
[RECIPIENT'S ADDRESS]

(Optional) Attention [DEPARTMENT/PERSON]

Dear [RECIPIENT W/ PREFIX]
[First Salutation then Subject in Business letters]

[CONTENT]

[CONTENT]

[COMPLIMENTARY CLOSING (Sincerely, Respectfully, Regards, etc.)]

[SENDER]
[SENDER'S TITLE (optional)]
[SENDER'S ADDRESS (optional if placed at top)]

Enclosures ([NUMBER OF ENCLOSURES])

The following is an example of the modified block style.

	[SENDER'S NAME] [SENDER'S ADDRESS] (optional[SENDER'S PHONE] (optional[SENDER'S E-MAIL]
	[DATE]
[RECIPIENT W/O PREFIX] [RECIPIENT'S COMPANY] [RECIPIENT'S ADDRESS]	
(Optional) Attention [DEPARTMENT/PERSON],	
Dear [RECIPIENT],	
[CONTENT.]	
	[VALEDICTION (Sincerely, Respectfully, Regards, etc.)],
	[SENDER] [SENDER'S TITLE]
Enclosures ([NUMBER OF ENCLOSURES])	

Writing Business Letters

Addressed to (RECIPIENT)	Beginning formula	Ending formula
The Personnel Manager National Video Ltd. The Manager Western Insurance Co.	Dear Sir, Dear Madam, Dear Sir or Madam,	Yours, Yours respectfully, Yours faithfully, (GB) Yours truly, (GB or US)
Loyds Bank The Midland Bus Compagny	Dear Sirs, (GB) Gentlemen, (US) Dear Sir or Madam,	
Mr M. Smith/Michael Smith	Dear Mr Smith	Yours sincerely, Yours respectfully, Yours, Regards,
Mrs Smith Miss Smith Ms Smith	Dear Mrs Smith Dear Miss Smith Dear Ms Smith	

Example of business letter reply to an ad (application letter for a job)

CHEIKH ABDELMADJID

Street Address

City, ST ZIP Code

Phone

Email

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I am writing in response to your advertisement in location of advertisement for a temporary job title. Based on the requirements listed in the ad, I feel that my skills and experience are a perfect match for this position.

I am interested in finding a position that will last for at least number months. I am available to start in a new position as early as date.

I have enclosed my resume for your review. I look forward to further discussing opportunities with Company Name. If you have any questions or would like to schedule an interview, please call me at phone.

Sincerely,

CHEIKH ABDELMADJID