

Parts of Business Letters

A letter is a written or printed message addressed to a person or persons, usually sent by post or messenger. It is an addressed document of legal, formal or informal kind for various purposes.

A business letter is a written communication addressed to a person or organization, by a person or organization for specific business purpose.

A. Types of Business Letters

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| 1. Application letter | 4. Sales letter |
| 2. Enquiry letter | 5. Complain letter |
| 3. Order letter | |

B. The Part of the Letter

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|----------------------|-------------------------|
| 1. Heading | 8. Main body |
| 2. Reference | 9. Closing paragraph |
| 3. Date | 10. Complimentary close |
| 4. Inside address | 11. Signature |
| 5. Salutation | 12. Enclosure |
| 6. Subject line | 13. Carbon copy |
| 7. Opening paragraph | 14. Intial |

C. Standard Elements of a Letter

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|-------------------------------|-----------------------------------|
| 1. Letter Head/Heading | 6. Subject |
| 2. Reference | 7. Main body |
| 3. Date | 8. Complementary close |
| 4. Reciver's name and address | 9. Signature |
| 5. Salutation | 10. Sender's name and designation |

D. Optional Parts of a Letter

1. Attention line
2. Identification line
3. Enclosure
4. Carbon copy

E. The Way of writing Date

British Style	American Style
02 th October, 2023	October 02 th , 2023
02 october 2023	October 02, 2023
The second of October twenty twenty-three	October the second twenty twenty-three

F. Look at the way how to write inside address, salutation and complementary

Inside address	Salutations	Complementary Close	Style
The personnel manager	Dear sir,	Yours faithfully,	British

	Dear sir:	Very truly yours,	American
Messrs. Marvin, Tobin & Sweetheart	Dear sirs,	Sincerely	B
	Dear gentlemen:	Yours truly	A
Mr. William Smith	Dear Mr. Smith,	Yours sincerely, With best wishes	B
Ms. El	Dear Miss. El	Sincerely yours, With best regards,	A