

Business letter

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Business letter concept, types and relevance.

Business letter is a document that allows for the rapid exchange of information between: officials, companies, structural divisions and branches of the organization.

Now business letters have not lost their relevance and remain the main type of interaction between organizations and officials. Today, business letters are sent not only in paper form but also in electronic form.

There are various types of business letters. They may contain commercial offers, offers of cooperation, requests, thanks, reminders and may also express an apology.



Reasons for writing a business letter.

Today, the format of written communication is gradually moving to social networks, but there are reasons when communication on a social network may not be appropriate and business letters just relate to them. When writing messages and letters on a social network, we don't often think about literacy and punctuation. Business letters require compliance with certain rules of writing and formatting, they are always brief and essentially express the idea that the author wants to convey to the interlocutor. In what cases, for example, the skill of writing a business letter will be useful:

1. Making a proposal to conclude a deal.
2. When making official appeals to state bodies and in many other cases involving writing a business letter.

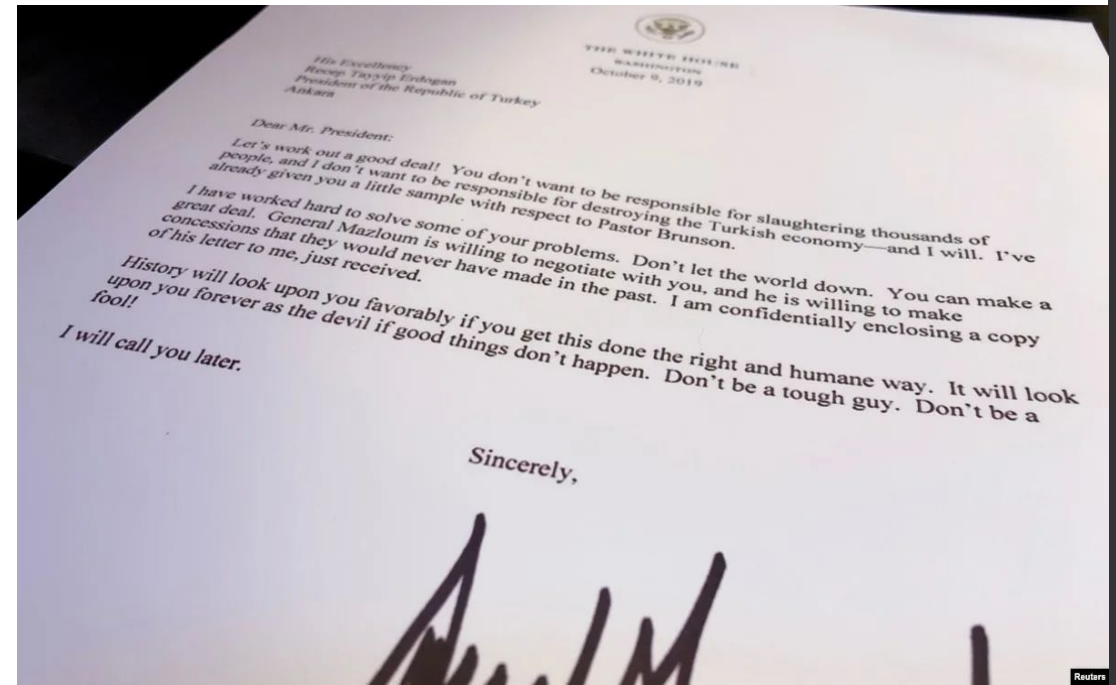


Structure of a business letter

The structure of a business letter consists of three parts.

1. The beginning of the letter.
2. The contents of the letter.
3. The end of the letter

Always start a business letter with a greeting. A letter without a greeting or with a greeting, but in an informal style, will seem rude and familiar to the recipient. In the same part of the letter, you must introduce yourself: who are you, what company are you from, what do you do, what do you offer, why do you write and what is your global goal in general. Also, each part of a business letter contains cliché phrases. An ideal business letter should have 3-4 paragraphs, and they should all fit on one page. The most important thing is to be very clear and concise. Back up your "presentation" with facts and figures. Having finished describing all the bright prospects for cooperation (as an option), you should correctly complete the letter. If you do not do this, you will be considered unprofessional and rude. You can also thank the recipient (be sure to find what for) and add a few polite phrases.



Examples of writing a business letter.

Letter with an offer of cooperation

From,
A.Star ,
Star Company
Date: 18 December 2021
To,
Glass Company
New York
Subject: business proposal

Dear, Mr. James.

Hello, my name is Alexander Star, I am the purchasing director of the Star Company. Our company has studied your offer to supply us with lenses for the production of telescopes. Considering your 10 years of experience in their production, the board of directors made a positive decision on your proposal and we are ready to purchase a batch of lenses for telescopes from your company. In the future, we are ready for further cooperation with your company.

We ask you to contact us at the phone number below as soon as possible
89099599696

Looking forward to your call
Alexander Star

Notification letter.

From,
A.Star ,
Star Company
Date: 20 December 2021

To,
Glass Company
New York

Subject: notification letter.

Dear, Mr. James.

Hello, my name is Alexander Star, I am the purchasing director of the Star Company. The Star Company notifies you about the delay and disruption of the delivery of lenses for telescopes and asks you to eliminate the delay in the delivery date in the near future.

We ask you to contact us to adjust the delivery time at the number below.
89099599696

With respect
Alexander Star

Letter of thanks

From,
A.Star ,
Star Company
Date: 22 December 2021

To,
Glass Company
New York

Subject: letter of thanks

Dear, Mr. James.

Hello, my name is Alexander Star, I am the purchasing director of Star Company. Thank you for timely fulfillment of the delivery dates of lenses. Our company hopes for further productive cooperation and successful fulfillment of obligations for the supply of products.

With best wishes

Alexander Star

Reply to a business letter.

The main point when writing an answer to a business letter is the competence of the interlocutor and the answers to his questions.

The main aspects in writing a response letter:

1. Specify who you are and what position you hold and in what field you work
2. Indicate the purpose of the letter
3. Answer the questions put to you
4. If you doubt that you cannot give a specific answer, write that you will clarify the information.

The structure of the response to a business letter does not change. It is important that all the conditions of writing and registration are met. No need to use Caps Lock it will be extremely inappropriate

