



Letter's Contents and Style

Kirilina Victoria
Group 5504

2018

Letters



An Informal letter



A Formal Letter



Types of formal letters

- Request letter
- Covering letter
- Letter message
- Letter of confirmation
- Reminder letter
- Invitation letter
- Thank of letter
- Letter of guarantee, etc.



The characteristics of a formal letter

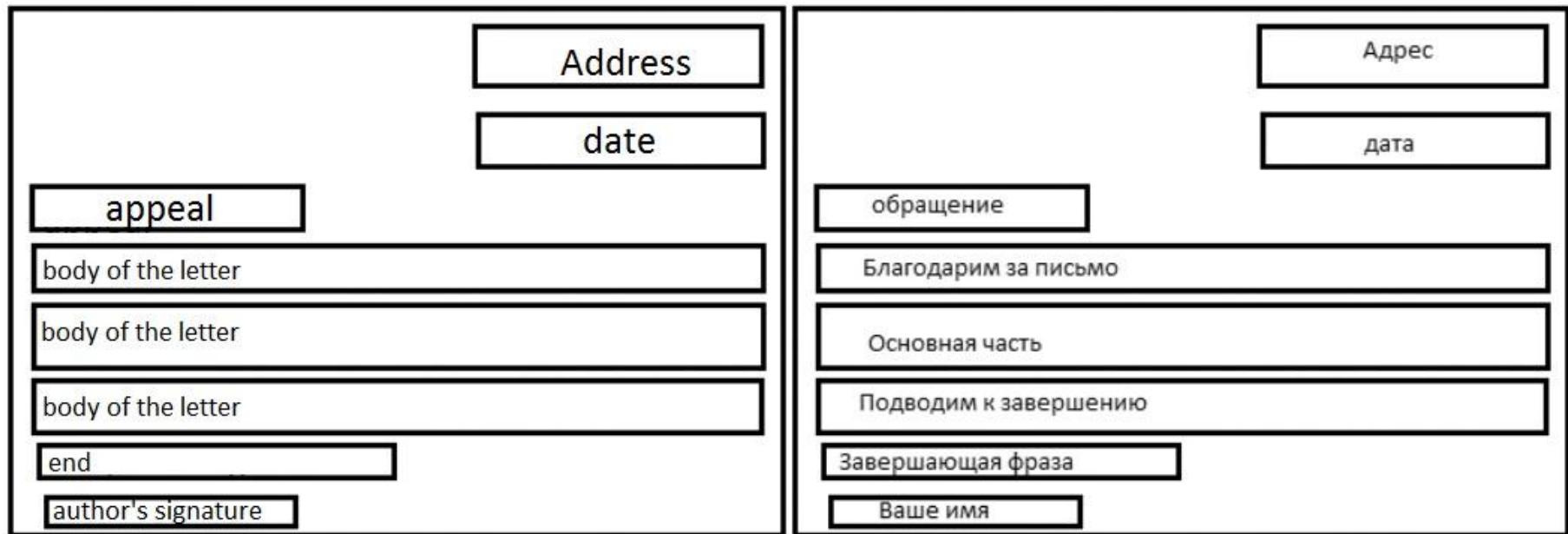


1. Official and monotonous language
2. Used stamps, cliches
3. Various abbreviations are used
4. Simple sentences
5. The tone of the official letters is neutral
6. Accuracy
7. Brevity
8. Objectivity
9. No emotion and subjectivity



Letter structure

- Start
- Body of the letter
- End
- Author's signature



letterhead for official letters

1. Legal entity logo
2. Author of the letter
3. Contacts
4. Date
5. Registration number of the letter
6. Position and name of the sender



charge will be made by the Bank to Germany by the Claims Department for other reparation payments that may be made.

You will be happy to know that the Bank has already removed the incoming wire transfer fee for these types of reparation payments. In addition, we do not apply a fee for any type of direct deposit payments. For your information, there are a number of ways funds can be transmitted electronically. Direct deposit refers to electronic deposits to an account other than by wire transfer while wire transfer refers to funds processed through the Federal Reserve Bank. In any event, we do not charge a fee for transfers of reparation payments, regardless of the means of electronic transfer. If by error, you have any constituents who have been accidentally charged, please have them send me a letter and I will have it refunded and corrected.

Sincerely,
[Signature]
James G. Malera
Senior Vice President

Formal letter example

John Stewart
1304 Sherman Ave.
Madison, Wisconsin

Lemann & Sons
3597 43rd Street
New York, NY 12008

May 24, 2015

Dear Sirs,

With reference to your advertisement in Business Weekly Journal could you please send me more detailed description of your monitors.
I would also like to know about discounts that you provide.

Yours faithfully,

(Signature)
John Stewart

Sales Manager

Перевод:

От: Джона Стюарта, 1304 Шерман Авеню, Мэдисон, штат Висконсин
Кому: Компании «Леманн и сыновья», 3597, 43-я улица, Нью-Йорк, штат Нью-Йорк 12008
24 мая, 2015

Уважаемые Господа,

Со ссылкой на ваше объявление в деловом еженедельнике не могли бы вы прислать мне более подробное описание ваших мониторов.
Я также хотел бы знать о скидках, которые вы предоставляете.

С уважением,
Джон Стюарт
Менеджер по продажам

