

BUSINESS LETTER
STRUCTURE OF A BUSINESS
LETTER

Content

1. What is a business letter.
2. Types of letters.
3. Structure of business letters.
4. Formatting a business letter.
5. Punctuation of business letters.

BUSINESS LETTER

A letter written by an individual to deal with business of a personal nature.

Types of Letters

Personal–Business Letter

- Sent from an individual to a person or business/organization.



Business Letter

- Sent from a business or organization to another or to an individual.
- Usually keyed on letterhead. The letterhead can consist of the business' name, address, phone/fax/email, and logo.



FIRST, YOU HAVE TO

SET THE MARGINS

Go to

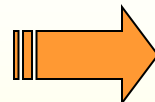
FILE

on your Menu Bar

and choose

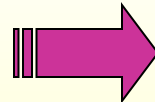
PAGE SETUP

TOP MARGIN



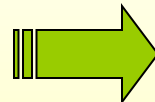
2 inches – 2”

LEFT MARGIN



1 inch – 1”

RIGHT MARGIN



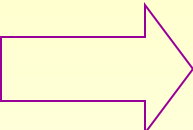
1 inch – 1”

BLOCK STYLE

ALL PARTS OF
THE LETTER
BEGIN AT THE
LEFT MARGIN



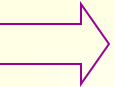
RETURN ADDRESS



230 Glendale Ct.
Brooklyn, NY 11234-3721
December 5, 2005

QS

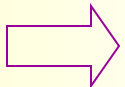
LETTER ADDRESS



Ms. Julie Hutchinson
1825 Melbourne Ave.
Flushing, NY 11367-2351

DS

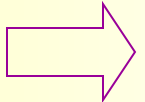
SALUTATION



Dear Julie

DS

BODY



It seems like years since we were in Ms. Gerhig's keyboarding class. Now I wish I would have paid more attention. As I indicated on the phone, I am applying for a position as box office coordinator for one of the theaters on Broadway. Of course, I know the importance of having my letter of application and resume formatted correctly, but I'm not sure that I remember how to do it.

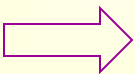
DS

Since you just completed your business education degree, I knew where to get the help I needed. Thanks for agreeing to look over my application documents; they are enclosed. Also, if you have any suggestions for changes to the content, please share those with me too. This job is so important to me; it's the one I really want.

DS

Thanks again for agreeing to help. If I get the job, I'll take you out to one of New York's finest restaurants.

COMPLIMENTARY CLOSE

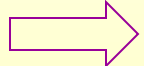


Sincerely

DS

QS

NAME OF WRITER



Rebecca Dunworthy

DS

ENCLOSURE NOTATION



Enclosures

Punctuation Styles

Open Punctuation

- There is not a colon or comma in the salutation and there is not a comma in the complimentary

Mixed Punctuation

- A colon is in the salutation and a comma is in the close.

Example:

Dear Ms.
Smith

Sincerely

Example:

Dear Ms. Smith:

Sincerely yours,

Block Style Letter with Special Parts

- **Typist Initials** Typed a double space below the author's keyed name.
- **Enclosure Notation** Typed a double space below the typist initials.
- **Copy Notation** Typed a double space below the enclosure notation.

LETTER WITH SPECIAL PARTS

Current Date *DATELINE*
(QS)

ACME Moving & Storage
110 Move-it Drive
Springfield, IL 55555 *INSIDE ADDRESS*
(DS)

Ladies and Gentlemen: *SALUTATION/MIXED PUNCTUATION*
(DS)

On April 14, your company moved my office furnishings from Dodge City to Wichita, Kansas. The movers were prompt and courteous; however, several items were damaged in transit.
(DS)

As per the contract, #PR001-05, I have enclosed a claim for reimbursement due to damaged property. I have also enclosed two photographs to support this claim.
(DS)

I expect that my reimbursement will be handled promptly.
(DS)

Sincerely, *COMPLEMENTARY CLOSE*
(QS)

Robert Kimble *AUTHOR'S TYPED NAME*
(DS)

Is *TYPIST INITIALS*
(DS)

Enclosures: Damage Claim *ENCLOSURE NOTATION*
Photographs
(DS)

c Ms. Allyson Hayes *COPY NOTATION*