Al-Mustaqbal Uni.

Dep. of English Language

*3rd year /Essay & letter writing*

**Business letter**

A business letter is a formal message typically sent from one professional to another. Generally, business letters discuss opportunities for companies to work together, such as through a strategic partnership, collaboration, promotion, or request.

It’s important to keep in mind that a business letter is **not** the same as a business email. By definition, a business letter is a printed letter delivered to the recipient’s desk or address. This attribute is part of what makes business letters stand out from an email inquiry, which is why they tend to be used for important communications. However, there are a few similarities between business letters and business emails. Both follow a similar format and end with a direct call to action.

**There are many types of business letters, including these:**

* Sales letters
* Letters of recommendation
* Inquiry letters
* Application letters
* Offer letters
* Resignation letters
* Interview follow-up letters
* Request letters
* Office memorandums
* Cover letters
* Invitations

**What are the parts of the business letter?**

**Header (date/address/return address)**

**Date:**When you write a business letter, it’s crucial to include the date on which you wrote it. This information is essential for time-sensitive communication, such as promotional offers.

**Address:** Write the recipient’s full address, including their PO Box number or office suite.

**Return address:**Include your company’s full address. This makes it easy for the recipient to send a response.

**Salutation**

In a business letter, the standard [salutation](https://www.grammarly.com/blog/greeting-words/) is “Dear.” Begin your letter with “Dear [recipient’s name]” and add a comma after the name. When you cannot determine the recipient’s name, you may address the letter to their title.

**Body**

The body paragraphs take up the bulk of a business letter. This section discusses the offer, proposition, or announcement the letter is making. It includes these sections:

* An introductory paragraph that states the letter’s main purpose and, if necessary, introduces the letter writer.
* One or more middle paragraphs that discuss the letter’s subject in greater detail. This could be a job applicant’s relevant experience, the details of an offer or what the recipient can expect at the event to which they’re being invited.
* **Closing**

After the body section, [close the letter](https://www.grammarly.com/blog/how-to-end-a-letter/) with a simple, professional sign-off. Appropriate sign-offs include the following:

* Sincerely
* Regards
* Best
* Respectfully

**Signature**

The final component of a business letter is your [signature](https://www.grammarly.com/blog/email-signature-tips/). Include your full name and any abbreviations that follow, such as MBA or PhD.

**Sample 1**

Mr. Steven Ramirez

Ink Company Name

1 Example Rd.

City, NY 10001

July 11, 2023

Mrs. Juliana McCue

Stationery Company Name

44 Example Way

City, CA 94024

Dear Juliana McCue,

I’d like to personally thank you for being such a loyal customer. Over the past five years, Stationery Company Name has been a top seller of Ink Company Name, and I speak for our entire team when I say we genuinely appreciate and value your partnership.

As a thank-you, I’d like to offer an exclusive collaboration opportunity: a fully customized hue exclusive to your retailer. Our team of experienced color specialists can develop any shade of the rainbow, from the darkest light-inhaling blacks to bright, reflective neons and iridescent inks. Offering an exclusive color can make your brand stand out and draw fountain-pen users from around the world to your website and brick-and-mortar store.

I’m happy to show you examples of custom colors our team has developed for other partners. Please let me know if you’d like to schedule a video call, during which I can explain our offer in greater detail and start exploring colors with you. I’m looking forward to showing you all the ways you can express your unique brand through a one-of-a-kind shade of ink.

Sincerely,

Steven Ramirez

Head of Color Development

Ink Company Name

555-0000

**Sample 2**

Daneris Garcia

4950 Example St.

City, WA 10000

May 14, 2022

Mr. Neal Patel

Head of Marketing

Marketing Agency

Name City, AZ 20000

Dear Mr. Patel,

Thank you for taking the time to interview me for the role of graphic supervisor at Marketing Agency Name. I believe we made a strong connection and that I’d be an excellent fit for your team.

As a graphic designer, my passion is finding innovative ways to visually represent emerging and established brands. While I have significant experience working in 2D and 3D, I’ve prioritized designing for VR and AR spaces in the past five years. I know my experience with numerous clients in the tech industry that are focused on developing products in these spaces will make me an asset to your team.

I hope you consider me for the position. If you have any questions or would like me to share additional examples of my previous work, please don’t hesitate to ask. I am proud of the work I’ve done for MANGA firms and excited about doing similar work with your team.

Best regards,

Daneris Garcia

Source; Grammarly

[How to Write a Professional Business Letter in 6 Steps | Grammarly](https://www.grammarly.com/blog/how-to-write-business-letter/)