

BUSINESS LETTER WRITING

http://www.tutorialspoint.com/business_writing_skills/business_letter_writing.htm

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Business Letters are written to express good news, bad news, thanks, acknowledgement, invitation, request, Problem, denial or complaints. It is usually sent via email and bears the company letterhead.

A business letter is divided into three parts –

- **Introduction** – Opens with greetings and/or references to previous mails.
- **Middle** – Contains details and added information.
- **Conclusion** – Suggests or mentions action to be taken and the ending.



Format of a Business Letter

A business letter normally contains the following elements –

- **Letterhead**
- **Organization name**
- **Address**
- **Telephone number**
- **Date**
- **Reader's name** *Position preferred*
- **Address**
- **Dear Mr. /Ms. [reader's name]**
- **Your ref. id** *ifinuse* **and Subject**
- **Introduction**
- **Body**
- **Conclusion**
- **With Regards**
- **Writer's signature**
- **Name**
- **Position**

Example - Business Letter



✉ contact@tutorialspoint.com
🌐 www.tutorialspoint.com

📍 Tutorials Point (India) Pvt Ltd
388-A, Road No-22, Jubilee Hills
Hyderabad, AP - INDIA, 500033

Tutorialspoint Pvt. LTD.

Address- 388-A, Road no 22
Jubilee Hills, Hyderabad, A.P.
500033, Ph: 91 40 23542835

Date- 23/04/2015

To

The Manager

Hasta La Vista Café Pvt. LTD
Address- 318-W, Road no 12
Jubilee Hills, Hyderabad, A.P.
500033, Ph: 91 40 23542836

Dear Sri

Ref ID:< IBDFC172187323: Confirmation Call>

Subject:< Booking an appointment to discuss Interior Décor>

Greetings from Tutorialspoint

We are a Hyderabad-based educational organization and are one of the fastest growing firms in the world of online training. Your firm was referred to us by one of our associate firms and had complimented your commendable job.

We would like to avail your services for the purpose of interior decoration of our office premises. We would like to meet your representatives, hence kindly let us know of a date and time for the meeting so that we discuss the details.

Looking forward to hearing from you soon. Have a nice day.

With Regards

Insertsignature

Vineet Nanda

Lead, Learning & Development

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