

F Y I

1. **Sender's Address and Date**- give the following information: house number, street, area code, place, country, telephone.

- Sender's address below the date:

2. **Recipient's Address**- starts two lines below the sender's address.

3. **Salutation in a Business Letter**-

A: If you know the person's name:

B: If you don't know the person's name:

C: Punctuation: Use colon

4. **Subject Line**: - English, the subject line can also be placed between the recipient's address and the salutation (with a blank line in between).

5. **Body of the letter**: Capitalize and indent the first word of the text. The next text is left justified. And a space is put after each paragraph.

CONTENT:

A: **1st paragraph** - Introduction and reason for writing.

B: **Following paragraphs** - Explain the reason in details and background information, etc.

C: **Last paragraph** – Summarize your reasons and make clear what you want the recipient to do.

6. **Greeting in Business letter**: Use "sincerely". Write the greeting two lines below the last paragraph. Leave 4 blank lines after the greeting (space for the signature) and write the sender's name below that space.

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October 30, 2008

US Import GmbH
Lincoln- Strafe 25
87953 Posemuckel
Tel. 0049 741 563 6219

2

Ms / Miss / Mrs / Mr / Dr
house number, street
Place
area code
COUNTRY (in capital
letters)

3. A

Dear Ms / Miss /
Mrs. / Mr. / Dr +
surname

3. B

Gentlemen- male
addressee
Ladies- female
addressee
Ladies and Gentlemen
- gender unknown

3. C

Dear Mr. Dee:

4.

Subject: Order No. 175/03

Dear Mr. Dee:

6

Sincerely,

(Sender's Signature)

Arnel Mirasol

Word Application**ARRANGE THE PARTS OF A BUSINESS LETTER****A**

Sincerely,

Clara Winters

E

Dear Gentlemen:

B

Refund on insurance: Policy No. 5412168

DMr. Andy Go
46 Baker Street
Chicago, IL 607010
UNITED STATES**C**May 26, 2008
Mrs. Clara Winters
12187 S. Polo Dr.
Fairfax, VA 22030LET'S TALK

- 1) How important is it to know the proper format in writing a business letter?
- 2) Who usually prepares the business letter?
- 3) When do you need to write a business letter?