

Business Letters

How to write a business letter.

Structure of a business letter.
Do's and don'ts.

Dialogue Have you written that letter?

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12 Rose Avenue
2015 Westbrook
johnjo@gmx.de
November 21, 2020

Mr. Jones
12 Hillside Avenue
9890 London

Re Your Application dated October 25, 2020

Dear Sir / Madam,

OR if a name has been given:

Dear Mr. Jones, Dear Ms. Jones, (Ms can be Miss or Mrs)

OR very formal:

Sir / Madam,

With reference to (your application dated October 25, 2020)

Business letters usually have 3 paragraphs:

1. more information about the reference, that is what the letter is about; (in this case the application)
2. detailed information about any action already taken,
3. what do you want.

SOME phrases about an application for a job

We regret to inform you that...

We are pleased to inform you that

We would like to invite you to an interview on... at....

Please let us know if that date suits you.

Your expenses will be refunded at the rate of

We have booked accommodation for you at.....

We wish you well on your way ahead.

Yours sincerely

Name.....

Director Human Resources (Position in the organisation)

PS Attached please find..... (Any possible documents / attachments)

=====Note!=====

Address at the top and the **date**.

Person or company name on top left.

Re : what this letter is about (you can leave out the letters **Re** - **Re** stands for **refer to**)

The person it is addressed to: **DO NOT USE** Dear Sir or Madam !!! Use a slash / Dear Sir/Madam.

Note the letter ending.

Remember the use of PS.

Business Letters

Use **SHORT sentences** - easier to read and you will make less mistakes.

Use **paragraphs** - well structured letter.

Be to the point - say what you want to say and avoid unnecessary information.

Be polite - being rude will get you nowhere.

Do NOT use abbreviations such as don't, can't etc.

Use **WHITE spaces between paragraphs** - don't cram everything together - difficult to read

I - always with a capital letter.