



# MAKING A BUSINESS LETTER

## 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: 1<sup>st</sup> 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:

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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

**D** Mr. Andy Go  
46 Baker Street  
Chicago, IL 607010  
UNITED STATES

**C** May 26, 2008  
Mrs. Clara Winters  
12187 S. Polo Dr.  
Fairfax, VA 22030

### Express Yourself

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?