

<u>**F Y** I</u>

- 1. <u>Sender's Address and Date-</u> give the following information: house number, street, area code, place, country, telephone.
 - Sender's address below the date:
- 2. <u>Recipient's Address</u>- 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. <u>Subject Line:</u> English, the subject line can also be placed between the recipient's address and the salutation (with a blank line in between).
- 5. <u>Body of the letter:</u> 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: <u>Last paragraph</u> 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.

1 October 30, 2008

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

- Ms / Miss / Mrs / Mr / Dr house number, street Place area code COUNTRY (in capital letters)
- 3. A Dear Ms / Miss / Mrs. / Mr. / Dr + surname
- 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:
 - Sincerely,

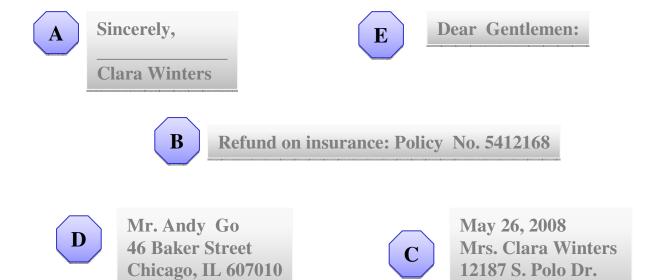
6

(Sender's Signature)

Arnel Mirasol

Word Application

ARRANGE THE PARTS OF A BUSINESS LETTER



12187 S. Polo Dr.

Fairfax, VA 22030

Express Yourself

UNITED STATES

- 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?