

Advanced Level **Writing a Business Letter**



The term "business letter" makes people nervous. Many people with English as a second language worry that their writing is not advanced enough for business writing. This is not the case. An effective letter in business uses short, simple sentences and straightforward vocabulary. The easier a letter is to read, the better. You will need to use smooth transitions so that your

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Whom It May Concern". It is standard to use a comma (colon in North America) after the salutation. It is also possible to use no punctuation mark at all. Here are some common ways to address the recipient:

- Dear Mr Powell,
- Dear Ms Mackenzie,
- Dear Frederick Hanson:
- Dear Editor-in-Chief:
- Dear Valued Customer
- Dear Sir or Madam:
- Dear Madam
- Dear Sir,
- Dear Sirs
- Gentlemen:

First paragraph

In most types of business letter it is common to use a friendly greeting in the first sentence of the letter. Here are some examples:

- I hope you are enjoying a fine summer.
- Thank you for your kind letter of January 5th.
- I came across an ad for your company in *The Star today*.
- It was a pleasure meeting you at the conference this month.
- I appreciate your patience in waiting for a response.
- After your short opening, state the main point of your letter in one or two sentences:
- I'm writing to enquire about...
- I'm interested in the job opening posted on your company website.
- We'd like to invite you to a members only luncheon on April 5th.

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- After careful consideration we have decided...

Final paragraph

Your last paragraph should include requests, reminders, and notes on enclosures. If necessary, your contact information should also be in this paragraph. Here are some common phrases used when closing a business letter:

- I look forward to...
- Please respond at your earliest convenience.
- For further details...
- If you require more information...
- Thank you for taking this into consideration.
- I appreciate any feedback you may have.
- Enclosed you will find...
- Feel free to contact me by phone or email.

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Closing

Here are some common ways to close a letter. Use a comma between the closing and your handwritten name (or typed in an email). If you do not use a comma or colon in your salutation, leave out the comma after the closing phrase:

- Yours truly,
- Yours sincerely,
- Sincerely,
- Sincerely yours
- Thank you,
- Best wishes
- All the best,
- Best of luck
- Warm regards

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- Don't forget to include the date. Day-Month-Year is conventional in many countries;
- However, to avoid confusion, write out the month instead of using numbers (e.g. July 5th, 2007)