

# Business letter

Grinko M.N.

- **Business letter** is a formal paper communications, which plays important role in stopping or supporting mutual and friendly interest with partners, supplier, clients, employees.

# Types of business letters:

## **functional features :**

*letters requiring answer:*

- application letters;
- appeal letters;
- offer letters;
- inquiry letters;
- requirement letter.

*letters not requiring answer:*

- warning letter;
- collection letters;
- confirmation letters;
- response letter;
- cover letter;
- guarantee letters;
- notification letter;
- order letter.

# Types of business letters:

## By thematic feature:

### I. Business letters

- response letter
- inquiry letters
- notification letter
- warning letter
- offer letters
- complaint letter
- collection letters

# Types of business letter:

## **II By thematic feature:**

- non-profit letters
- guarantee letters
- sales letter
- confirmation letters
- acknowledgment Letters
- congratulation letters
- invitation letters
- application letters
- recommendation letters
- condolence letters
- instructive letters
- cover letter

# Виды деловых писем

- **By structure:**
- regulated
- unregulated
- **by quantity of recipients :**
- Normal
- Circular
- Collective
- **by form mailing:**
- Envelope
- E-mail
- Fax

# Structure of business letter:

- ❖ Stamp of the organization  
Date of writing  
The name and address of the recipient
- ❖ The title of the text  
Salutation  
General content of the letter  
The main text  
The final form of politeness
- ❖ Link to the enclosure  
The signature of the sender  
Enclosures  
Executor information
- ❖ PostScript  
Resolution

The main thought of the letter can begin  
with the address reason:  
«I am writing to you to ...»



Usually the letter comes to an end with the statement of gratitude («Thank you for your prompt help...») and greeting «Yours sincerely», if the author knows a name of the addressee and «Yours faithfully», if not.

## Example:

- **Stamp of the organization**

FSBEI HPE "Togliatti State University"

Humanitarian Scientific and Educational

Centre "Prospect"

445667, Belorusskaya Street 14B, Togliatti

Phone. +7-903-339-30-06

04.04.2016, № 45878090

Invitation for partnership

To Associate Professor at the Department of  
Pedagogy and Psychology of OGPU Grinko M.N.

# **The title of the text**

## **Salutation**

Dear Marina Nikolaevna!

## **The title of the text**

### **General content of the letter**

We are accepting applications for the second issue of the magazine "Pedagogics and present" for 2016. The magazine "Pedagogics and present" is included in the Scientific electronic library elibrary.ru. The theme of the magazine is educational. The main objective of the journal is to bring to wider educational community, a new developments on a wide range of theoretical and applied problems in the methodology areas and education theory, pedagogy history, upbringing and study of personality, information technologies in education, special pedagogy, vocational education, advanced training, competence approach in education, practical psychology of education, adult education, management of educational systems at all levels, etc.

## **The title of the text**

### **The main text**

Today the publication of own research gets the particular relevance in periodicals. Materials for publication are accepted in Russian and English languages. The magazine is published 6 times a year, has an ISSN index, is made on high quality paper, high quality printing. The second issue for the year 2016 will be released 30.05.2016, applications and materials will be accepted until 21.04.2016. Following the publication, you can also obtain a certificate confirming the publication in the magazine "Pedagogics and present". Detailed information about the journal and the publication is submitted on the journal website <http://journal.tagcnm.ru>.

## **The title of the text**

The final form of politeness

Please, hurry to send us your application and materials.

## **Link to the enclosure**

The signature of the sender

Editor-in-chief Candidate of Pedagogic  
Sciences, Bobyrev Arkadyi Viktorovich.

# Example e-mail

## Salutation

- *Dear Mrs. Marina*
- *Hi Marina*
- *To Whom It May Concern*



# Example e-mail

## Gratitude for the answer

- *Thank you for contacting .....Company*
- *Thank you for your prompt reply*
- *Thanks for getting back to me*

# Example e-mail

## Letter purpose

- *I am writing to enquire about ...*
- *I am writing in reference to ...*

# Example e-mail

## The finishing phrases

- *Thank you for your patience and cooperation*
- *Thank you for your consideration*
- *If you have any questions or concerns, don't hesitate to let me know*
- *I look forward to hearing from you*

# Example e-mail

The final form of politeness (for the  
business letter)

- *Best regards*
- *Sincerely*
- *Thank you*

# Example e-mail

The final form of politeness (for personal correspondence)

- Best wishes
- Cheers