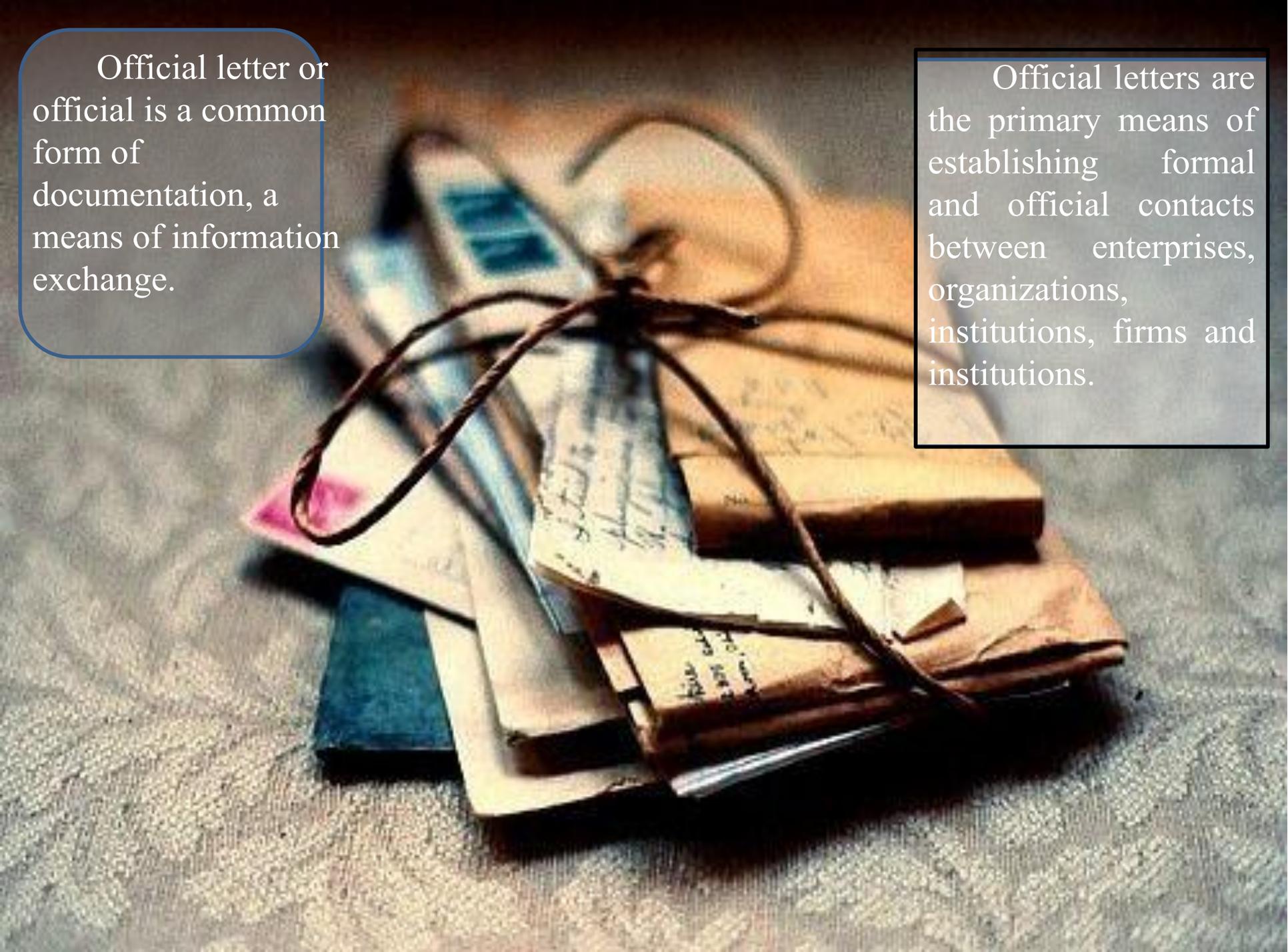


Letters

Completed
student group D - 32
Malyarenko Elena





Official letter or official is a common form of documentation, a means of information exchange.

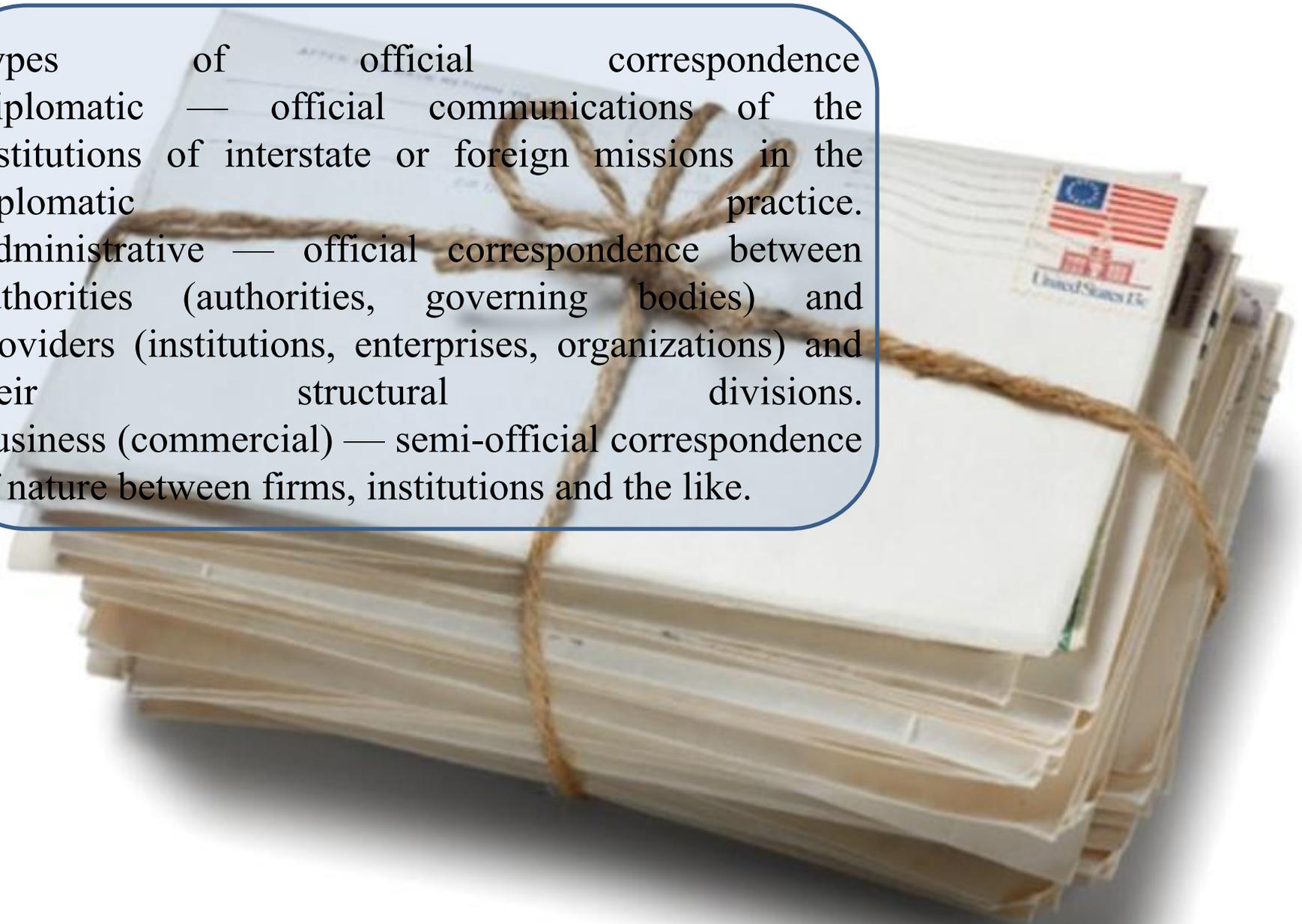
Official letters are the primary means of establishing formal and official contacts between enterprises, organizations, institutions, firms and institutions.

Types of official correspondence

Diplomatic — official communications of the institutions of interstate or foreign missions in the diplomatic practice.

Administrative — official correspondence between authorities (authorities, governing bodies) and providers (institutions, enterprises, organizations) and their structural divisions.

Business (commercial) — semi-official correspondence of nature between firms, institutions and the like.



Classification of letters

All business letters either by function divided into two groups:

letters that require a response. These include:

- the letter of request;
- letter addressed;
- letter of offer;
- the letter requests;
- letter requirements.



letters not requiring response.

These include:

- letter of warning;
- collection letter;
- letter of confirmation;
- the letter of refusal;
- cover letters;
- the letter of guarantee;
- of letters (information letters);
- letters, orders.

The structure entails the following business letters:

Regulated - fit for a particular sample set.

Unregulated - contain the author's text and composed in a free form, do not have a standard form.

The number of recipients

Standard - sent to one address on behalf of another correspondent.

Circular - sent a number of institutions (such as the administering institution to its structural divisions (several locations)).

Collective - sent to the same address, but the writing on behalf of several correspondents.

The form of sending business letters can be:

Envelopes - sent by mail in an envelope (mailing).

E - sent electronically to the e-mail (e-mail).

Fax - sent by fax (fax message).