

A stylized, light-colored illustration of a plant with several leaves and a cluster of small, round buds or flowers, positioned on the left side of the page against a dark brown background.

# COMMERCIAL CORRESPONDENCE

By: Trifonova E.N.

# STYLES OF WRITING LETTERS

- Blocked
- Indented

# STRUCTURE

- Sender's address
- Date
- Receiver's (inside) address
- Attention line
- Salutation
- Body of letter
- Complimentary close
- Signature
- Enclosure

# Structure



Sender's  
address

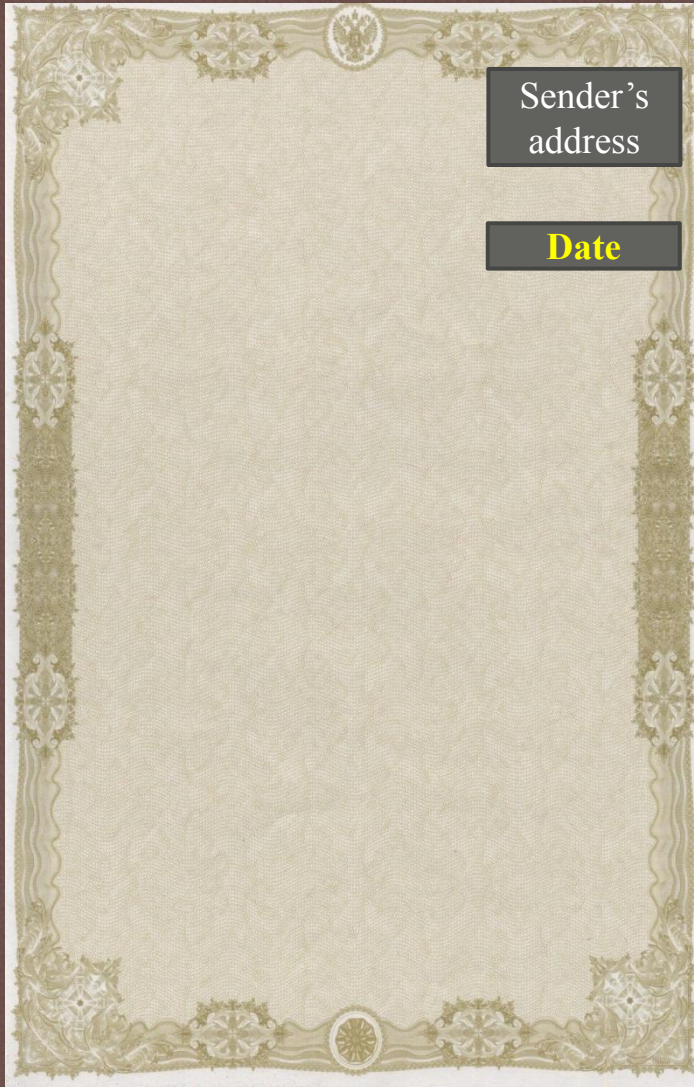
# SENDER'S ADDRESS

Position – in the top right-hand corner of the page (less common – left-hand corner)

Details (lines):

- 1) Name of company
- 2) Name of house
- 3) № of house, Name of street
- 4) City, postcode
- 5) Country

# Structure



Sender's  
address

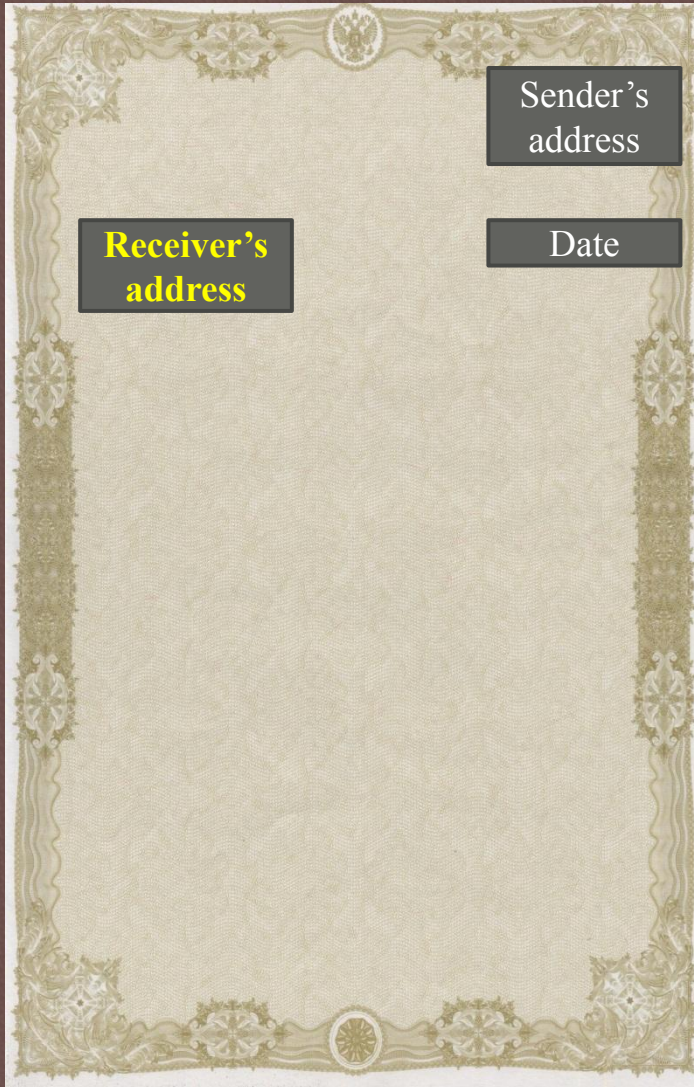
**Date**

# DATE

Position – directly below the sender's address, separated from it by a space

Details – written in letters

# Structure



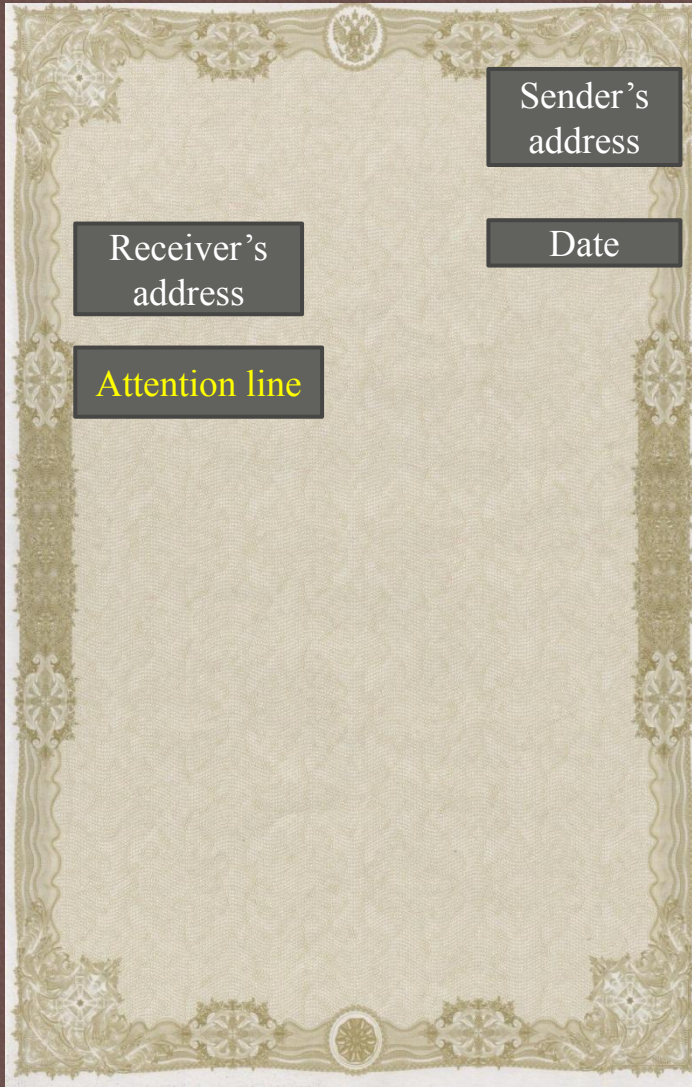
# RECEIVER'S (INSIDE) ADDRESS

Position –below the sender's address, on the left-hand side of the page

Details (lines):

- 1) **Title+Name (Initials)+Surname**
- 2) **Position**
- 3) **Name of Department**
- 4) Name of company
- 5) **Name of building**
- 6) № of building, Name of street
- 7) Name of city, postcode
- 8) Country

# Structure



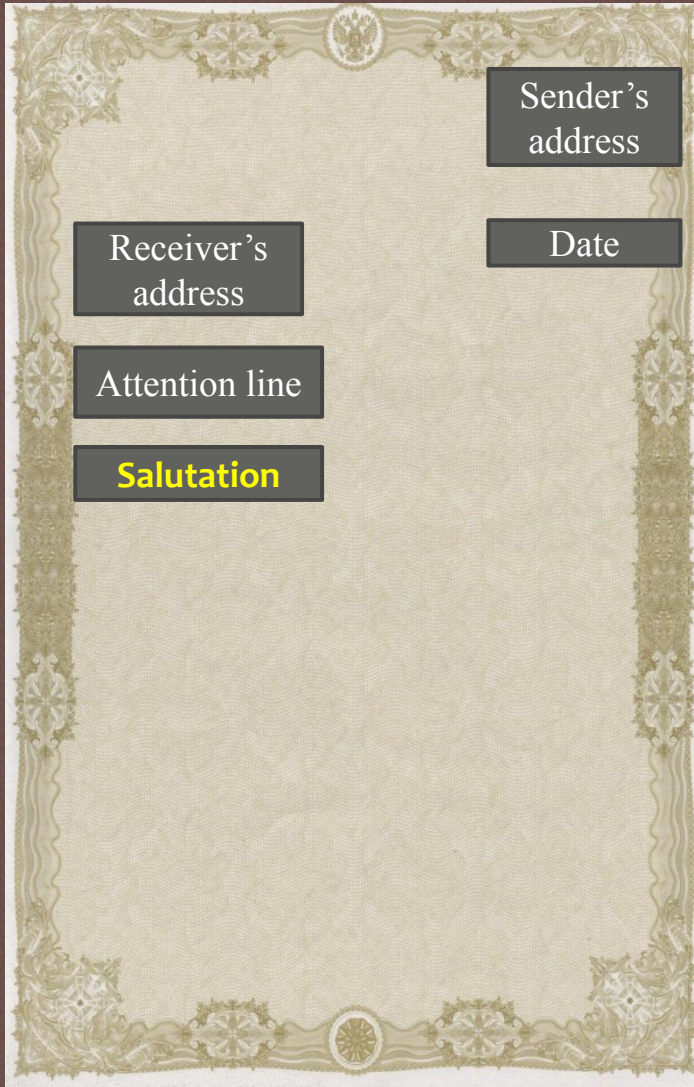
# ATTENTION LINE

Position – below the receiver's address, separated from it by a space

Details:

For the attention of Title+Name  
(Initials)+Surname (or Job title)

# Structure



# SALUTATION

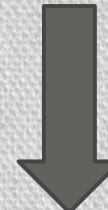
Position – below the receiver's address (or attention line), separated from it by a space

Details - Name of recipient



known

e.g. Dear +Title+Surname



unknown

e.g. Dear Sir

Dear Madam

Dear Sir/Madam

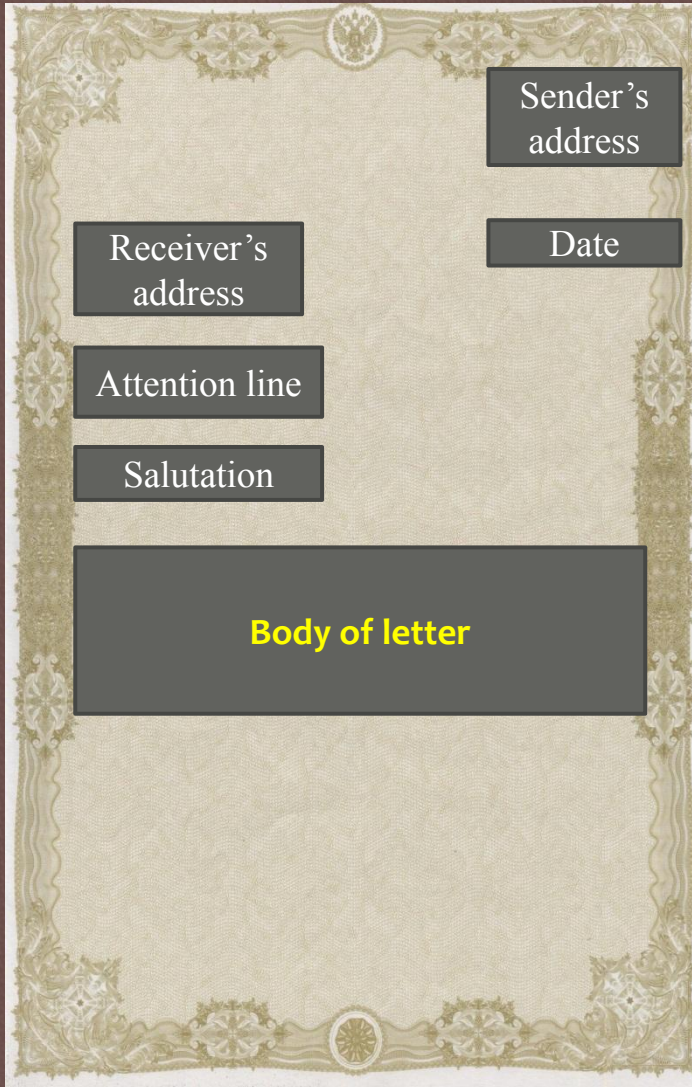
Company:

Dear Sirs (European)

Gentlemen: (U.S.A.)



# Structure



# BODY OF LETTER

Details- consists of 3 parts:

- 1) Set the tone of letter
- 2) Concern the points that need to be made
- 3) Encourage further correspondence

# Structure



# COMPLIMENTARY CLOSE

Details - depend on the way of salutation:

Dear+title+Surname    Dear Sir (Madam)    Gentlemen

Dear Sirs



Yours sincerely

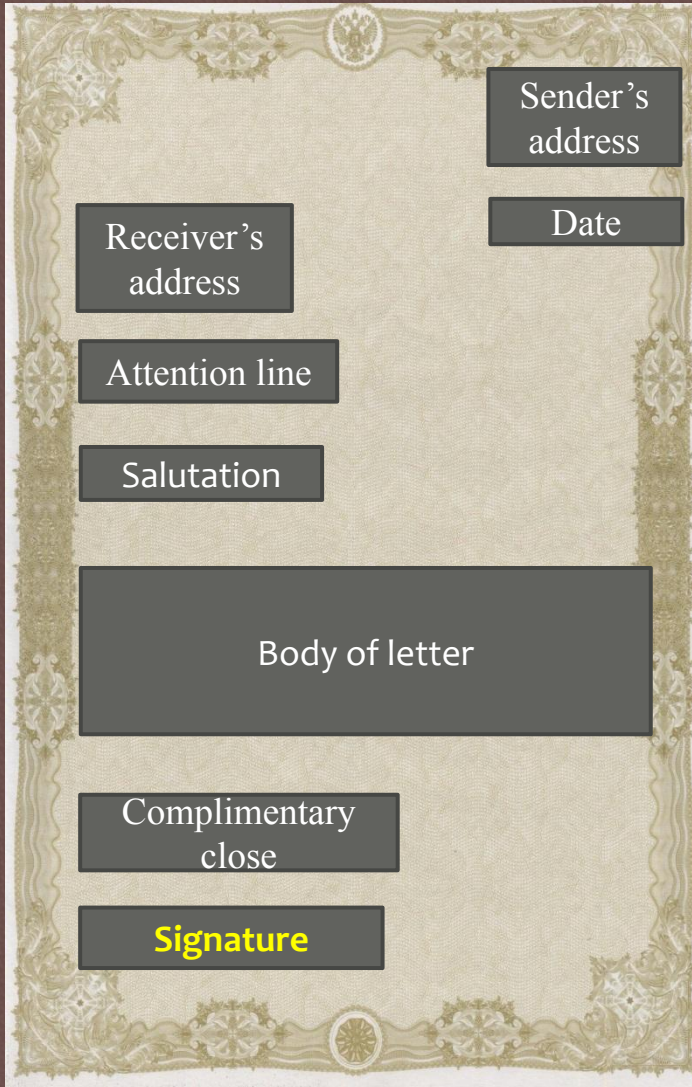
Yours faithfully

Yours truly/  
Truly yours

Blocked style – on the left

Indented style- in the center

# Structure



# SIGNATURE

Details – Signature block:



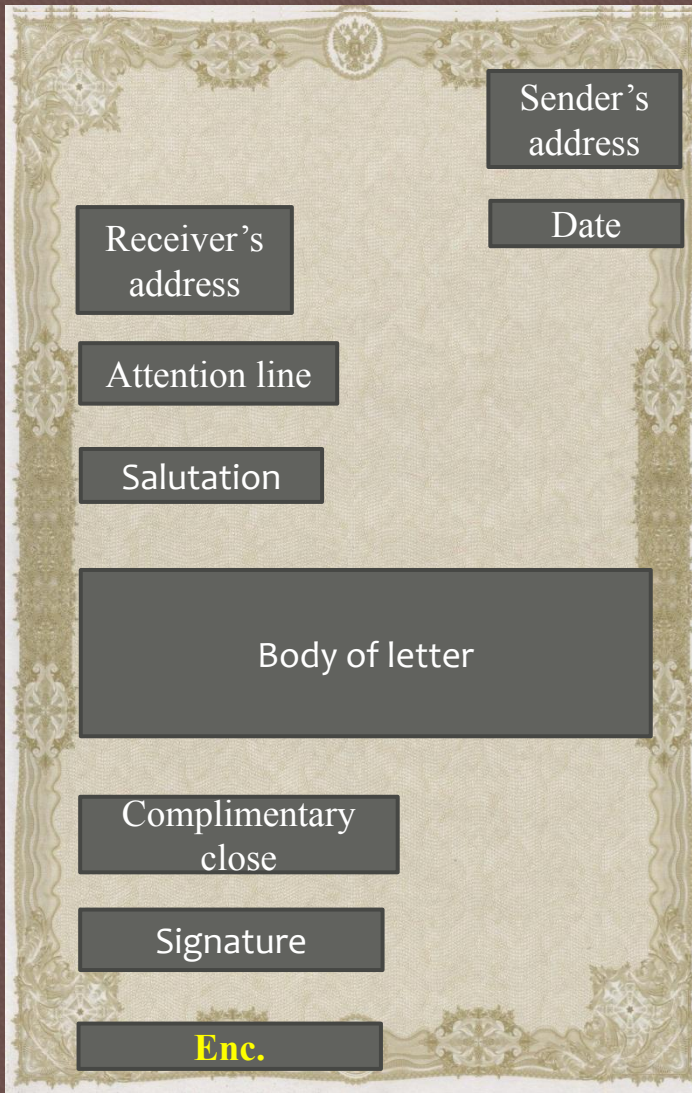
- 1) Handwritten signature
- 2) Typed Name
- 3) Job title

p.p. (per pro) – on behalf of  
e.g.

Mary Raynor (Ms)  
Secretary

p.p. Donald Sampson  
Sales Manager

# Structure



# ENCLOSURE (ENC.)

Details – all documents should be listed

e.g. Enc.

Bill of lading (3 copies)

Insurance certificate (1 copy)

c.c. – after listed documents

e.g. c.c. Messrs Poole & Jackson Ltd.

b.c.c. – on the listed documents themselves



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