

Business Letters

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How to write a business letter.

Structure of a business letter.
Do's and don'ts.

Dialogue Have you written that letter?

Exercise Business Letters

Grammar -

Comp. -

12 Rose Avenue
2015 We stbrook
johnjo@gmx.de
November 21,

2019

Mr. Jones
12 Hillside Avenue
9890 London

Re Your Application dated October 25, 2007

Dear Sir / Madam,
OR if name has been given:
Dear Mr. Jones, Dear Ms. Jones, (Ms can be Miss or Mrs)
OR very formal:
Sir / Madam,
With reference to .....

Business letters usually have 3 paragraphs:

- 1. more information about the reference, that is what the letter is about;
2. detailed information about any action already taken,
3. what do you want.

SOME phrases about an application for a job

We regret to inform you that...
We are pleased to inform you that
We would like to invite you to an interview on... at....
Please let us know if that date suits you.
Your expenses will be refunded at the rate of ....
We have booked accommodation for you at.....
We wish you well on your way ahead.

X\_\_\_\_\_X

Yours sincerely
Name.....
Director Human Resources

PS Attached please find.....

=====**Note!**=====

Address at the top and the date.
Person or company name on top left.
Re : what this letter is about
The person it is addressed to: DO NOT USE Dear Sir or Madam !!! Use a slash /.
Note the letter ending.
Remember the use of PS.

## Lesson: Text

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### Business Letters

Use SHORT sentences.

Use paragraphs.

Be to the point.

Be polite.

Do NOT use abbreviations such as don't, can't etc.

Use WHITE spaces between paragraphs - don't cram everything together

I always with a capital letter.