



Chapter II

How to Write a Business Letter

A business letter is often a client's first contact with your company. It needs to look and sound professional. It's not hard to write a good business letter. Just follow some easy steps.

First, write the **sender's** address, the date, and the **recipient's** address at the top of the letter.

Second, add a **salutation**, or greeting.

Third, create the **body** of the letter. Try to **keep it brief**, but make sure to include all of the **pertinent** information.

Finally, add the **closing**. Some common close phrases are "Sincerely Yours" or "Respectfully Yours". Just put your **signature** under the closing, and you're done!

- 1 What are some parts of a letter?
 - 2 How often do you write letters?
- 1 Before you read the passage, talk about these questions.

Get ready!

Word Bank

salutation
body
pertinent
signature
keeps it brief

3 Fill in the blanks with the correct words and phrases from the word bank.

Vocabulary

- 1 The date goes at the bottom of a letter.
 - 2 The body of the letter should be short if possible.
 - 3 The signature is the last step in writing a business letter.
- 2 Read this passage from a letter writing handbook. Then, mark the following statements as true (T) or false (F).

Reading

Company Logo

Clara Byrne,
Purchasing Manager,
Musgrave Ltd.,
34 King Drive,
Huston, Texas

23/01/20..

Dear Mr. Draper,

salutation

sender's address

23 Lafayette Avenue,
Madison Inc.,
Dallas, Texas

recipient's address

body

Sincerely yours,
Clara Byrne
signature

closing

Clara Byrne

The first order of goods from Madison Inc. has arrived. We are very happy with the order and because of this we will now increase our purchase order to 500 units.

I am attaching our purchase order no.19802. As with the last order we wish to purchase the goods on a line of credit.