ABSTRACT

In real life there are various occasions on which we communicate with other social institutions, such as a company, school, or government agency. Such communication usually involves business letters.

A business letter is a letter often used to communicate with other social institutions, such as a school, hospital, department store, company, or government agency. It is widely used when we handle business matters with other people or organizations. Writing an effective business letter requires that you acquire good language skills and fully understand the style and format of business letters.

A formal business letter usually consists of six parts: heading, inside address, salutation, body, close, and signature. Sometimes, notations are included, but they are optional.

Writing good business letters is an art that all technical people should master.