

COMPOSING LETTERS

There are some rules about creating perfect business letters that you need to follow for the exam!

Here are some examples of perfect letter writing, and some notes to show you what you should be doing. This piece of paper is very important! Don't lose it!

1. The first thing you should do when composing a letter or memo, is to work out who you are sending it to, and who you are sending it from.
2. The next thing you need to put in on the left after the letterheading and before the addressee details is the date in this format: **29 November 2004**
3. The addressee's name above the address should be in correct format, e.g.
Mrs Z Woodward
39 Grovesnor Road
Werrington
Staffs
ST9 OHP
4. The salutation (or Greeting) should be in the correct format, e.g.
Dear Mrs Woodward (no first name or initial)
5. A letter must contain at least three paragraphs
6. If you are asked to reply to a letter, start with this sort of sentence:
Thank you for your letter dated dd month yyyy enquiring about
(whatever the subject of the letter was).
7. If you are asked to enclose something, such as a price list, use a sentence like this;
I enclose a price list as requested.
and put the abbreviation **Enc** right at the bottom of your letter, under the name of the writer.
8. Close the letter with:
Yours sincerely (no comma at the end)
9. 4-6 line spaces before the name of the writer with his or her title on the line below, like this:
Zoë Woodward
Manager
10. Use a fully blocked style

