How to Write a Business Letter - Sample and Tips

A business letter is a formal means of communication between two people, a person and a corporation, or two corporations. Business letters differ from personal letters because they follow very strictly set rules for composition. Many people are intimidated by the prospect of writing to strict guidelines, however business letters are nothing to be afraid of. They are too useful a tool to be stigmatized by the public.

Before you begin writing, answer the following questions:  
  
1. What is my purpose in writing this letter/memo/report?  
2. What does my reader want or need to know to understand my message?  
3. Have I answered important questions and provided the necessary information for the reader?  
4. Did I accomplish my purpose?  
5. Have I included boring, confusing, or distracting information?  
6. What do I want the reader to do when he or she is done reading this?  
7. Is that clear to the reader?  
8. Have I included all the information necessary for the reader to take this action?

[**[](http://www.eduers.com/images/Sample_Business_Letter.jpg)**](http://www.eduers.com/images/Sample_Business_Letter.jpg)**DEFINITION OF A BUSINESS LETTER**  
  
A business letter serves the main purpose of communication between two companies, or it is a method to talk to different people within a business.  
  
  
**PURPOSE OF A BUSINESS LETTER**  
  
The purpose for business writings is to inform readers of information you want to get across or possibly persuade the readers to do something.  
  
  
**THE 7 C 's OF BUSINESS WRITING**  
  
Most problems with business letters are they are either hard to understand or very long and drawn out. One solution that many writers use to correct this problem is to double check the writing to make sure it follows the seven C's of business writing. The seven C's are:

* Clear
* Concise
* Correct
* Courteous
* Conversational
* Convincing
* Complete

If you as a writer are able to effectively do all or part of these seven guidelines, then your paper will be on its way to being a good business letter.