

# PARTS OF A LETTER

1. Letterhead of your Organization
2. Date
3. Inside Address
4. Subject Line
5. Salutation
6. Body
7. Complimentary Closing
8. Writer's Signature Block
9. Your full name (typed)
10. End Notations CC

# HEADING OR LETTERHEAD

- Place your **full return address** and the **date** in the heading (if no letterhead).
- Avoid writing **name** (your name appears at the end of the letter)
- **Spell out** words such as street, avenue, first, and west rather than abbreviating them.
- The **date** usually goes directly beneath the last line of the return address. Avoid abbreviating the name of the month.
- Begin the **heading** about two inches from the top of the page.
- If you are using **letterhead** that gives the company address, enter only the date, below the last line of the letterhead.

# INSIDE ADDRESS

- the recipient's full name
- Title/designation
- address in the inside address,
- One line below the date, depending on the length of the letter

# SUBJECT LINE

- An optional element in a letter is a subject line.
- It follows the recipient's address
- Insert one blank line above and one blank line below the subject line.
- The subject line in a letter functions as an aid in focusing the topic and filing the letter.
- Subject lines are especially useful if you are writing to a large company and do not know the name or title of the recipient. In such cases, you may address a letter to an appropriate department or identify the subject in a subject line and use no salutation.



# SALUTATION

- In most business letters, the salutation contains the recipient's personal title (such as Mr., M Dr.) and last name, followed by a colon (:).
- If you are on a first-name basis with the recipient, use only the first name in the salutation.
- Address women as Ms. unless they have expressed a preference for Miss or Mrs.
- Professional titles (such as Professor, Senator, Major) take precedence over Ms. and similar courtesy titles.
- When a person's first name could refer to either a woman or a man, one solution is to use both the first and last names in the salutation.
- Avoid "To Whom It May Concern" because it is impersonal and dated.
- Dear Professor Ali and Dr. Alishba: [two recipients], Dear Ms. Asma, Ms. Aleena, and Mr. Asi [three recipients], Dear Colleagues: [Members, or other suitable collective term].
- In other circumstances in which you do not know the recipient's name, use a title appropriate to the context of the letter, such as Dear Customer or Dear IT Professional.
- Dear Sir/Madam

# BODY

- The body of the letter should begin a line below the salutation
- Leave a line within paragraphs
- To provide a fuller appearance to a very short letter, you can increase the side margins, increase the font size and insert extra space above the inside address, the writer's signature block, and the initials of the person typing the letter..
- Components of Body:
  1. Purpose
  2. Details
  3. Call for Action
  4. Closing off

# COMPLIMENTARY CLOSING

- Type the complimentary closing a space below the body.
- Use a standard expression such as Sincerely, Yours sincerely or Yours truly.
- If the recipient is a friend as well as a business associate, you can use a less-formal closing such as Best wishes or Best regards or, simply, Best.
- Capitalize only the initial letter of the first word, and follow the expression with a comma (,).



# WRITER'S SIGNATURE BLOCK

- Type your full name four lines below and aligned with the complimentary closing.
- Sign the letter in the space between the complimentary closing and your name.
- On the next line include your business title, if appropriate.
- The following lines may contain individual contact information, such as a telephone number or an e-mail address, if not included in the letterhead or the body of your letter.



# END NOTATIONS

- **Reference initials** show the letter writer's initials in capital letters, followed by a slash mark (or colon), and then the initials of the person typing the letter in lowercase letters (When the writer is also the person typing the letter, no initials are needed).
- **Enclosure notations** indicate that the writer is sending material along with the letter (an invoice, an article, and so on).
- Enclosure notations may take several forms: Enclosure: Final Safety Report
- **Copy notation** ("cc:") tells the reader that a copy of the letter is being sent to the named recipient(s).
- Use a **blind-copy notation** ("bcc:") when you do not want the addressee to know that a copy is being sent to someone else. A blind-copy notation appears only on the copy, not on the original ("bcc: Dr. Ali Afzal").