

PROFESSIONAL LETTER WRITING

Depending on the purpose of your business letter, there are several formats from which you can choose. The most widely used business letter formats are full block and modified block. You can also use the memo format, which is a form of business correspondence used mostly within an organization. Remember, the format of the letter helps to establish its tone and presentation.

COMPONENTS OF A BUSINESS LETTER

- The heading includes the date the letter is written. If you do not use letterhead stationery, you need to include your address above the date.
- The address above the salutation is the letter recipient's full address. This address should match the address on the envelope.
- The salutation is the line that begins "Dear..." Place a colon at the end of the salutation. Use Mr. for men and Ms. for women. Try to obtain a name to which you can address your letter. If you cannot obtain a name, you should address the letter to the person's position e.g. "Admissions Officer" as a last resort, you can use "To Whom It May Concern" as a salutation. You can also include an attention line two spaces down from the recipient's address and a subject line (if necessary).
- The body of your letter contains your message.

The first paragraph of a typical business letter should state the main purpose and/or subject of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use several sentences to explain your purpose, but do not go into detail until the next paragraph.

The second paragraph states the specific information regarding your purpose. This may take the form of background information, statistics, or first-hand accounts. A few short paragraphs within the body of the letter should be enough to convey your message.

The closing paragraph briefly restates your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

- The complimentary close should appear two lines below the last line of the body. Capitalize only the first letter of the first word and always end the line with a comma. You can use a variety of closures: Sincerely, Sincerely yours, Yours truly, Regards, Best regards, or Best wishes.
- Your signature should be in blue or black ink. Allow four vertical spaces for your signature.

- The identification line contains your typed name, and, if you have one, your title, placed below your typed name. Depending on the purpose of the letter, you can position your phone number or email address in place of your title.

Enclosure (Encl.)—attached document(s)—or Distribution (cc)—copies sent to another party—is placed two vertical spaces below the identification line.

LETTER FORMATS

Full Block Format (See Sample 1)

In a full block business letter, every component of the letter (heading, address, salutation, body, salutation, signature, identification, enclosures) is aligned to the left. Also, first sentences of paragraphs are not indented

Modified Block Format (See Sample 2)

In a modified block business letter, the heading, complimentary close, the signature, and identification are aligned to the right. Address, salutation, the body, and enclosures are aligned to the left. First sentences of paragraphs are indented

SAMPLE 1: FULL BLOCK FORMAT
(SAMPLE FELLOWSHIP APPLICATION LETTER)

20-54 Jackson Avenue
Brooklyn, NY 11352

June 28, 2007

Ms. Jennifer Esposito
John Doe Fellowship
595 Park Avenue
New York, NY 10021

Dear Ms. Esposito

The John Doe Fellowship has always loomed on the horizon for me. Ever since I decided to major in history, I have wanted to participate in your program. From the research that I have done, I believe that your program provides its participants with an extensively detailed look at the history of the world through hands-on experience with fossils, artifacts, and other remains that compose the blueprint of our existence. I am applying for the John Doe Fellowship because I believe that it would benefit me throughout my career and allow me to further understand the ideas behind history and how it is constructed.

I am a very committed and goal-oriented person with excellent interpersonal skills. My background in history involves studying many different eras and time periods. My specialty, though, is the archeological study of the ancient world and its history. During the summer of 2004 and 2005, I interned at the Metropolitan Museum of Art as a tour guide. Both times, I not only utilized my knowledge of art and its history, but I also learned a lot about how that history was constructed. This experience has influenced me to intern as a tour guide at the American Museum of Natural History, where my love for the origins of history and learning from the tactile experience with artifacts increased. In the future, I would like to participate in historical research and eventually become a full-time professor of history.

I believe my skills, experience, and goals make me an excellent candidate for your program. Thank you very much for considering me for the John Doe Fellowship. I am looking forward to hearing from you.

Sincerely,

Bill Lurie
(419) 352-5425
Enclosure

SAMPLE 2: MODIFIED BLOCK FORMAT
(SAMPLE CPE APPEAL)

123 Corona Blvd.
Flushing, NY 11235

July 3, 2007

Dr. Steven Serafin
Director Reading/Writing Center
Hunter College
695 Park Ave
New York, NY 10065

Dear Dr. Serafin

My name is Sally Eisner. I am writing this appeal to request a 4th chance to take the CUNY Proficiency Exam in June of 2007. I have taken the exam twice and missed it once. The first time, I feel that I was simply unprepared. I did not realize that I should have attended CPE workshops offered at the Reading/Writing Center. The second time, I attended the workshops and learned more about the exam; however, my Task 2 score was unsatisfactory, so I failed again. Finally, I registered for CPE tutoring at the Reading/Writing Center and studied very hard for the third time. However, on the Saturday of the exam, I had a family emergency, which caused me to miss the date. I had forgotten that I could defer the test date until after I missed it.

Now, I am working hard to build on my academic skills. After a consultation with a CPE advisor at the Reading/Writing Center, I have a clear vision of what I should do in order to pass the exam. Again, I have registered for a semester of CPE tutoring at the Writing/Reading Center that I plan to attend weekly.

I would really like to have a 4th chance to pass this exam because I am confident that if I work hard, I can do it. Thank you very much for considering my appeal. I hope to hear back from you soon.

Sincerely,

Letter of Transmittal

In business, there are many situations when important documentation is sent from one person to another that needs introduction and clarification. Sometimes these documents contain sensitive information, reports or technical details that require a brief explanation. Transmittal letters help call attention to the recipient of the information, to ensure they read it and respond promptly.

What is a letter of transmittal?

A letter of transmittal is a type of short cover letter or business letter that accompanies a document to explain the purpose or importance of it. This letter clarifies correspondence by putting the documents sent into context, to keep confusion at a minimum. Recipients understand what they received and why they received it. For larger documents, a transmittal letter may also include details of important elements. Transmittal letters also clarify requirements or instructions regarding the attached documents.

For example, if you submit a report explaining why sales dropped significantly over the last quarter to company headquarters, you would attach a letter of transmittal to briefly explain what the report is for. This tells recipients what to expect in the attached document, so they understand its importance. Here are some examples of how a transmittal letter is used:

When you need to explain requirements or instructions regarding an attached document

When sending contracts or drafts that require review or approval

When you need to explain why an attached document should be read and considered

When important points of a document need emphasis

When a project has deviated from original plans

When an attached report reflects decisions made after a submitted proposal

When unanticipated challenges occurred, pushing back a project

When a project yielded unexpected outcomes

When to use a letter of transmittal

A transmittal letter is normally used to communicate information in writing to recipients outside of your organization who are not fully involved in your project. Here are the most common uses for letters of transmittal:

Scientific and technical reports

Financial reports or information

Project proposals or specific details

Confidential and sensitive documents

How to write a Letter of Transmittal

There is no specific way to write a transmittal letter, but most will follow a standard business letter format and be typed on letterhead. Here is the general format to follow when writing your letter:

1. Include heading with the date and recipient's address

Include a heading with your full name and company address, located in the top left corner of the page. One line below your name and address put the date you wrote the letter. Then, one line below the address put the recipient's full name, official title, organization and address.

2. Greet the recipient appropriately

Begin your transmittal letter with a short greeting addressed to the recipient of the letter.

3. Write the letter body

The body of the letter will normally include four sections:

1.The purpose of the letter: This section introduces the accompanying document and gives the reader context. Explain what the document is and why you sent it, so the recipient can respond and handle the document appropriately.

2.Details about the attached document: This section contains an overview of important details or highlights of the attached document the reader should know before reading it. Make sure to state the name of the document you have attached.

3.Request for follow-up or further instructions: This section may suggest to the recipient to contact the sender for more information or provide instructions on what to do with the attached document such as to review and sign it.

4.Contact information: Provide this information to the recipient so they can follow-up to ask questions or get clarification on details in the document.

4. Include a short closing paragraph

In the conclusion, include final remarks about the attached document, a thank you to the recipient and a closing salutation, such as "Sincerely, [your name]" or "Regards, [your name]."

Letter of Transmittal Template

Here is a transmittal letter template to help you format your letter:

[Sender's Name]

[Sender's Address]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Street Address]

[City, State, Zip Code]

[Dear (Mr./Mrs./Ms.) First and Last Name,]

[The first introductory paragraph contains the purpose of the letter and what accompanying report or other document is included. This paragraph should contain background details about the document such as who prepared it and when.]

[This second paragraph will contain details about the attached document such as important information the recipient needs to understand about the document, an overview of results, or highlights of the main results and any surprising results.]

[This last paragraph will be the conclusion paragraph. In this paragraph, you will provide any additional notes about the attached document and a call to action if needed.]

[If you have any questions regarding the attached report, please contact (principal contact) at (phone number).]

[Sincerely,]

[Signature]

[Sender's name]

Letter of transmittal example

Jen Henderson
Digital Drive Inc.
123 Fall Avenue
Madison, WI 53716

Hannah Richardson
Owner
Richardson Organic Farm
456 Summer Lane
Lodi, WI 53555

Dear Mrs. Richardson,

Within the attached R.O.F. Marketing Report, you will find information on the feasibility of marketing your organic products through the Organic Nature website and our recommendations for a specific plan of action.

Our analysis included researching the organic market in Wisconsin and the success of similar businesses marketing their products online. We have spoken directly with the team at Organic Nature to gather data and insights into how their website will increase your market visibility and online sales. Based on our research, we concluded the online market will be a beneficial space for your business. We have provided an outline for a marketing plan in the attached report for your review.

Thank you for trusting us to complete this market research for you. We appreciate your business and look forward to working with you. Please review the official report and respond with your thoughts.

If you have any additional questions, feel free to contact me anytime at jen.henderson@digitaldrive.com or (608) 123-4567. I look forward to speaking with you further on this project.

Sincerely,

[Signature]

Jen Henderson

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LETTER OF TRANSMITTAL

August 07, 2014

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Dr. Dipak Kanti Dutta

Professor, School of Business

Ahsanullah University of Science & Technology

Subject: Submission of Internship Report.

Dear Sir,

This is my pleasure to present my internship report entitled "Deposit and Investment Management of Al-Arafah Islami Bank Limited." I have conducted my internship program in Al-Arafah Islami Bank Limited, Sonargaon Janapath Road Branch (Plot 30, Sector 11, Sonargaon Janapath Road, Uttara, Dhaka-1230) under your close supervision.

I believe that knowledge and experience I gathered during the internship period will be helpful in my future professional life. I will be grateful to you if you accept the report. I will be available for defense on this report at any time.

Your support in this regard will be highly appreciated.

Thanking you.

Sincerely yours

Sk. Md. Maidul Hossain
ID: 10.01.02.010
25th Batch, Section A
School of Business, AUST



Euphoria State University
Department of Earth Sciences

April Broadstreet
Professor of Geology
412 French Hall
Lexington, MA 02173

June 10, 1996

Dr. Janet J. Schmidt
Director, Earth Sciences Special Research Programs
National Science Foundation
4201 Wilson Boulevard
Arlington, VA 22230

Dear Dr. Schmidt:

I submit herewith a proposal in support of a research program entitled "Problems of Excess Argon in Silicates" to be performed under my direction in Euphoria State University's Earth Science Laboratory.

I am requesting funding in the amount of \$72,134 in total estimated costs for the period July 1, 1998 through June 30, 1999.

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Questions relating to any technical aspects of the proposal should be directed to me. Questions of an administrative nature may be directed to Ruben Perez, Associate Director of Sponsored Programs, at (617) 868-9971.

Your consideration of my proposal is greatly appreciated.

Sincerely,

April Broadstreet

Enclosure: Proposal

cc: Mr. Ruben Perez

Tips for writing a letter of Transmittal

The following tips will help guide you in writing a well-received transmittal letter:

Be clear. Your recipient should be able to easily read and understand exactly what the document attached is for. Keep the flow of the letter logical and use non-technical language unless necessary.

Be concise. The purpose of a transmittal letter is to simply provide important information about the accompanying document. Keep your letter to less than a page with sentences briefly outlining only the specific details the recipient needs to know before opening your document.

Be friendly. A more conversational tone is acceptable for transmittal letters, though they are still formal letters. Establish goodwill and maintain a positive tone throughout the letter.

Send with the document. A letter of transmittal should be treated as a separate document, but always sent at the same time as the document it introduces. This will ensure the recipient knows exactly what document the letter is referring to because it is directly attached.

Keep a copy. Along with the original letter you mail or email to your recipient, keep a copy for your files in case you need it for future reference.

Proofread. Always proofread your letter before sending it to check for errors and make sure you have communicated information clearly and fully.

References:

Dr. Murray and Anna C. Rockowitz Writing Center, Hunter College, City University of New York

<https://www.indeed.com/career-advice/career-development/letter-of-transmittal>