

Title: Effective Office
Correspondence

Group Members

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Submitted To
Prof. Dr. Laiq Hasan

What is Office Correspondence?

- The exchange of written communication within or between organizations.
- Essential for clear, professional communication.

Types of Office Correspondence

- Internal (e.g., Memos)
- External (e.g., Business Letters)

Importance of Office Correspondence

1. Helps work go smoothly
2. Avoids confusion
3. Shows professionalism
4. Keeps records of what was said

Basic Rules to Follow

1. Think before you write
2. Use simple language
3. Keep it short and focused
4. Always check spelling & grammar

Structure of a Business Letter

1. Sender's Address
2. Date
3. Receiver's Address
4. Subject
5. Salutation
6. Body
7. Complimentary Close
8. Signature

Do's and Don'ts

- ✓ Be professional
- ✓ Use correct format
- ✓ Proofread before sending
- ✗ Don't use slang or emojis
- ✗ Don't send unclear messages
- ✗ Don't ignore important replies

Example

Sender's Address:

Umar Iqbal
Student Coordinator
University of Engineering & Technology (UET)
Peshawar
April 22, 2025

Receiver's Address:

The Dean
Faculty of Engineering
UET Peshawar

Subject: Request for Arranging an Awareness Event on Abroad Scholarships

Dear Sir,

I hope this letter finds you in the best of health and spirits. I am writing to request the arrangement of an awareness session on scholarship opportunities available for students aspiring to pursue higher education abroad.

Several students have shown a keen interest in international scholarships such as Erasmus+, Fulbright, DAAD, and CSC. However, due to limited access to proper guidance, many remain unaware of the eligibility criteria, application procedures, and timelines. Conducting a dedicated seminar or workshop with guest speakers, including alumni and experts, would be highly beneficial.

Such an event would not only motivate students but also help them plan their academic journey more strategically. I, therefore, request your kind approval and support in organizing this informative session within the university premises at your earliest convenience.

Looking forward to your kind consideration.

Yours sincerely,

Umar Iqbal
Student Coordinator
UET Peshawar

Final Tips

1. Use simple and kind words
2. Say only what is needed
3. Always read before sending
4. Answer on time



THANK YOU