



BITS Pilani
Pilani Campus

Letter Report

Dr. Kumar Sankar Bhattacharya



Letter Format

- It presents important technical/business information in the format of a business letter.
- The only difference between a business letter and a letter report is in the organization of content and in writing style.
- The style of writing is factual, but it does have a personal touch in the use of pronouns.
- Facts are pointed out as benefits to the readers, material is broken down and the terminology is within the readers' range of understanding in a letter report.



Letter Format (Contd.)

- Subject headings in the main text of the letter report serve as a guide, which lets the reader know what follows.
- Table and figures, if any, should be numbered, titled, indented, and spaced away from the text.
- The concluding parts of the letter report are the same as those of a business letter – complimentary close, signature, and the name of the sender.



Letter Report: Layout

Letter Head

Date

Inside Address

Sub:

Salutation

Main body

- **Introduction: Purpose, context, background**
- **Findings: Supporting text with topic headings, analysis, illustrations, etc.**
- **Conclusion : Expected action, etc.**

Complimentary close

Signature

Enclosure

Letter Report: Sample



Letter Report

Specimen Letter Report

Goenka Automatic Signals Ltd.
Flash Point, Thane Road, Bombay - 400056

30 August 1989.

Mr. O.P.Gupta
Superintendent Police
Eastern Range
Dorset Lane
Bombay. 400003

Subject: Crossing Protection at Starway Avenue, Chembur, Bombay

Dear Sri Gupta

Please refer to your letter No. D16-P/20 dated June 12, 1989 in which you asked this company to survey the poor crossing conditions that exist at Starway Avenue and to examine the possibility of our providing visible and audible warning for both Northward and Southward movement of suburban trains.

Results and Recommendations

We have completed the survey and analysed the data collected for the purpose. The results strongly indicate that serious traffic congestion exists and that a warning system should be provided.

We recommend that an annunciator system be installed at the Starway Avenue crossing to provide warning in both the directions.

1. Northward on either of the main tracks for approximately 1500 feet
2. Southward on either of the main tracks for approximately 1800 feet.

Table I provides the approximate expenses for the installation of the new system.

Table I. Estimate of Cost

S.No	Item	Cost (Rs.)
1	Material	9000
2	Freight	1300
3	Technical Consultancy	2300
4	Labour	2344
5	Contingencies	1400

Installation Requirements

At present the speed limit in this area is 30 kms. per hour. If the contract to install the annunciator system is given to us, we would like the speed limit of train movements over the crossing only reduced to 20 Kms per hr. while the installation is being done. Further, during this period the flagman should be provided with a large stop banner surfaced with retro-reflective sheet material.

Yours sincerely
(R.P. Chopra) Superintendent
Signals Division



THANK YOU

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