# **BOOK OF BUSINESS LETTERS**



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Phrases to use in business letters and emails Request for information I am writing to inquire about  $\dots$  I am writing in reference to  $\dots$  I read/heard  $\dots$  and would like to know  $\dots$ 

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5 Hill Street Madison, Wisconsin 53700 15 March 2005 Ms. Helen Jones President Jones, Jones & Jones 123 International Lane Boston, Massachusetts 01234 Dear Ms. Jones: Ah, business letter format--there are block http://ebookslibrary.club/How-to-Write-a-Business-Letter-University-of-Wisconsin--.pdf

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