

Business Correspondence

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Business Writing

Circulars, Agenda, and Memoranda:

- **Circulars:** Used to communicate information to a large audience within an organization.
- **Agenda:** A structured list of topics to be discussed in a meeting.
- **Memoranda (Memos):** Short messages used within an organization for communication.

Official and Demi-Official Letters:

- **Educational/Loan Applications:** Applying for car, home, or educational loans.
- **Joining Report and Leave Letters:** Official reports for joining an organization or requesting leave.
- **Industrial Visit & In-plant Training Letters:** Requests for visits or training in industries.
- **Letter to the Editor:** Formal communication addressing issues of public concern.

Business Correspondence:

- **Quotations & Orders:** Requesting and placing orders with suppliers.
- **Complaint Letters:** Addressing grievances regarding services or products.
- **Clarification Letters:** Seeking further details or clarification.
- **Job Applications:** Resume, Cover Letter, CV, and Bio-data preparation.

