



KROZTEK INTEGRATED SOLUTION

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To

Rufus Stewart

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123 Anywhere St., Any City

20 June 2023

Dear Mr. Rufus Stewart

Business Letter is one of the types of official letters that serves as a medium of communication between two or more companies.

There are many differences in writing a business letter, compared to other letters. Where the letter itself is usually in the nature of conveying information (informational), persuasion (persuasive), motivational (motivational), or promotional (promotional).

Business Letter is a type of letter that serves as a written communication tool to convey various business and world of work goals. The goals also vary from statements, agreements, invitations, information, and much more.

Morgan Maxwell
General Manager