**Business letter recommendations** (provide group with info on how to write letter)

An effective business letter must be polished and look professional. Most business letters follow an established easy-to-learn format. The letter should contain key pieces of content that are relevant to the context. They should include the information about the send and the recipient, the date and a few body of paragraphs. For the letter to look refined it’s important to use commonly use fonts such as **Arial or Times New Roman** and to use block paragraphs with no indents. The **document should use a one-inch margin** on all sides.

The first bit of information listed on the letter should **contain personal information such as your address, name and date and right justified** on the document**.** After that it’s important to add the recipient’s information in full such us their **full name, address** and company if possible. This information should be **left justified** and after the senders personal information. After the recipient’s information is entered the letter should start off with a **formal salutation**. A few examples of a formal salutation include To Whom It May Concern , "Dear Sir/Madam, “To Whom It May Concern” and Dear Susan.

It is vital for the first few sentences to strike a tone with the recipient. The start of the letter should start with something such as **“I am writing to you regarding”.** I would recommend to not be too concerned about using lengthy words or sentences when it could be put in a simpler manner. It’s also ok to use personal pronouns such as “I,” “we,” and “you. The letter should also be written in an **active voice** manner rather than a passive voice. The passive voices makes the letter seem ambiguous and impersonal whilst the active voices is more straight to the point an example of this is

* Passive: The sunglasses are not designed or manufactured with attention to their durability.
* Active: Your company designs and manufactures sunglasses without attention to their durability.

Business letters should also never contain slang language unless you know the recipient very well, its important to keep the tone of the letter businesslike but also friendly. If the business letter goes to a second page the personal details of the sender should be in the same position as it was on the first page. To conclude the letter the last paragraph should summarize and clearly outline the points you made in your previous paragraphs. When closing the letter off you should also use a **formal sign off** as indicator of respect examples of this would be “Yours sincerely”, “Regards”, “Best wishes” and “Thank you”.

**References**

How to Write a Business Letter. (2016). wikiHow. Retrieved 7 September 2016, from <http://www.wikihow.com/Write-a-Business-Letter>

Australia Post Letter writing – Business letters. (2016). Auspost.com.au. Retrieved 7 September 2016, from <http://auspost.com.au/education/letterwriting/students/business-letters.html>

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