

Mechanical Structure & Parts of Business letters



Class: MBA TA (IV) Sem

Subject: Foreign Language (English)

Unit: IV

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INTRODUCTION



- The Structure of letter is the systematic arrangement of information in a letter in a prescribed format. It also called layout of the business letter.
- The physical appearance of a letter is very important to grasp the attention of the receiver. It reveals the character of the writer and the organization he belongs to.

PARTS OF LETTERS



- Heading
- Inside address
- Salutation
- Body of the letter
- Complimentary close
- Signature
- Reference Initials
- Enclosures



- Copy Distribution
- Post Script



- Heading:

It is called letter head. it contains information relating to the name and address of the firm, date and References.

Examples will be discuss at the time of discussion.



- Inside Address

It contains the name and address of the firm or the individual to whom the letter is written.

Examples will be discuss at the time of discussion.



- Salutation:

It is a complimentary greeting with which the writer start or opens his letter.

Examples will be discuss at the time of discussion.



- Body of the letter:

It is the most important part of the letter. it contains message or the information to be communicated. It has 3 paragraphs.

Examples will be discuss at the time of discussion.



- Complimentary Close:

It is the closure of the business letter, written on the left or right side of the letter depending upon the style Adopted. Closures i.e. Your sincerely/ Your respectfully.

Examples will be discuss at the time of discussion.