

Closing the Letter

Definition:

- ❖ The closing of a business letter is a critical part that provides a final touch to your correspondence, reinforcing professionalism and politeness.
- ❖ It typically includes a complimentary close, a signature, and any necessary additional information such as enclosures or copy notations.

1. Complimentary Close

❖ Purpose:

Provides a polite and respectful way to end the letter.

❖ Placement:

One or two lines below the last paragraph of the body.

❖ Format:

Capitalize only the first word and follow it with a comma.

❖ **Common Phrases:**

Sincerely,
Yours sincerely,
Best regards,
Kind regards,
Yours truly,
Respectfully,

❖ **Examples:**

Sincerely,
Best regards,
Kind regards,

2. Signature

❖ **Purpose:**

Personalizes the letter and adds a formal touch.

❖ **Placement:**

Three to four lines below the complimentary close to leave space for a handwritten signature.

❖ **Format:**

Handwritten signature above the typed name and title.

❖ **Note:**

For electronic submissions, a typed signature is acceptable.

❖ **Example:**

[Handwritten Signature]

Jay Sharma

Procurement Manager

3. Typed Name and Title

❖ **Purpose:**

Identifies the sender and their position within the company.

❖ **Placement:**

Directly below the space left for the handwritten signature.

❖ **Format:**

Full name followed by the job title.

❖ **Example:**

Jay Sharma
Procurement Manager

4. Enclosures (if any)

❖ Purpose:

Indicates additional documents included with the letter.

❖ Placement:

Below the signature block.

❖ Format:

"Enclosures": followed by a list of the included documents.

❖ Note:

Each document should be listed on a separate line.

❖ Example:

Enclosures:
Product Catalog
Price List

5. Copy Notation (if any)

❖ Purpose:

Indicates other recipients who will receive a copy of the letter.

❖ Placement:

Below the enclosures.

❖ Format:

"cc": followed by the names of the recipients.

❖ Note:

List each recipient on a new line.

❖ Example:

cc: Mr. Raman Khurana, Ms. Emily Mehta

Example of a Complete Closing Section

Here's how the closing section looks in a complete business letter:

123 Business St.

City, State, ZIP Code

July 2, 2024

Mr. Jay Sharma

XYZ Corporation

456 Company Ave.

City, State, ZIP Code

Dear Mr. Sharma,

Subject: Inquiry About Product Availability

I am writing to inquire about the availability of your latest product, the XYZ Model 123. Our company is interested in purchasing a large quantity for our upcoming project.

Could you please provide us with detailed information about the product specifications, pricing, and availability? Additionally, we would appreciate any bulk purchase discounts you may offer.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Handwritten Signature]

Jay Sharma

Procurement Manager

Enclosures:

Product Catalog

Price List

cc: Mr. Raman Khurana, Ms. Emily Mehta

Example of a Complete Closing Section

Tips for Closing the Letter

1. Match the Tone:

Ensure the closing phrase matches the tone of the letter.

More formal letters should use more formal closings like "Sincerely", while less formal letters can use "Best regards".

2. Be Consistent:

Maintain a consistent level of formality throughout the letter, from the salutation to the closing.

3. Leave Space for Signature:

If sending a hard copy, leave enough space for a handwritten signature.

If sending electronically, a typed signature is sufficient.

4. Include All Relevant Information:

Don't forget to mention enclosures and copy notations if they are part of the correspondence.

5. Proofread:

Before finalizing the letter, proofread to ensure there are no errors in the closing section, as this part leaves a lasting impression.