

# Basic Structure of a Business Letter

## Definition:

- ❖ A business letter is a formal method of communication between companies, clients, or other stake holders.
- ❖ It follows a specific structure to ensure clarity, professionalism, and effectiveness.
- ❖ Here's a detailed explanation of the basic structure of a business letter:

## 1. Sender's Address

**Purpose:** Identifies the origin of the letter.

**Placement:** Top left or right corner of the letter.

**Components:** Street address, city, state, ZIP code.

**Example:**

283 Club Street  
City, State, ZIP Code

## 2. Date

**Purpose:** Indicates when the letter was written.

**Placement:** Below the sender's address, aligned with it.

**Format:** Month Day, Year.

**Example:**

July 2, 2024

### 3. Recipient's Address

**Purpose:** Identifies the recipient of the letter.

**Placement:** Below the date, left-aligned.

**Components:** Name, title, company name, street address, city, state, ZIP code.

**Example:**

Mr. Jay Soni  
XYZ Corporation  
456 Company Avenue  
City, State, ZIP Code

### 4. Salutation

**Purpose:** Formally greets the recipient.

**Placement:** Below the recipient's address.

**Format:** "Dear [Title] [Last Name]".

**Example:**

Dear Mr. Dalal,

## 5. Subject Line (Optional)

**Purpose:** Summarizes the main topic of the letter.

**Placement:** Below the salutation.

**Format:** Bold or underlined.

**Example:**

Subject: Inquiry About Product Availability

## 6. Body

**Purpose:** Communicates the main message of the letter.

**Placement:** Below the salutation (or subject line, if used).

**Structure:**

- ❖ **Introduction:** States the purpose of the letter.
- ❖ **Main Content:** Provides detailed information, explanations, or requests.
- ❖ **Conclusion:** Summarizes the key points or actions to be taken.

**Example:**

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.

## 7. Closing

**Purpose:** Formally ends the letter.

**Placement:** Below the body of the letter.

**Format:** "Sincerely", "Best regards", "Yours truly", etc.

**Example:**

Sincerely,

## 8. Signature

**Purpose:** Provides a handwritten sign-off to personalize and authenticate the letter.

**Placement:** Below the closing.

**Format:** Handwritten signature above the typed name.

**Example:**

[Handwritten Signature]

Jaisi Smitha

Procurement Manager

## 9. Enclosures (Optional)

**Purpose:** Indicates any additional documents included with the letter.

**Placement:** Below the signature block.

**Format:** "Enclosures": followed by a list of included items.

**Example:**

**Enclosures:** Product Catalog, Price List

## 10. Copy Notation (Optional)

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

**Placement:** Below the enclosures (if any).

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

**Example:**

cc: Mr. Josh Saini, Ms. Emily Brahma

## Example of a Complete Business Letter

283 Club Street  
City, State, ZIP Code

July 2, 2024

Mr. Jay Soni  
XYZ Corporation  
456 Company Ave.  
City, State, ZIP Code

**Dear Mr. Dalal,**

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]

Jaisi Smitha  
Procurement Manager

Enclosures: Product Catalog, Price List  
cc: Mr. Josh Saini, Ms. Emily Brahma