

A **business letter** is a letter from one company to another, or between such organizations and their customers, clients, or other external parties. The overall style of letter depends on the relationship between the parties concerned. Business letters can have many types of content, for example to request direct information or action from another party, to order supplies from a supplier, to point out a mistake by the letter's recipient, to reply directly to a request, to apologize for a wrong, or to convey goodwill. A business letter is sometimes useful because it produces a permanent written record, and may be taken more seriously by the recipient than other forms of communication.^{[1][2]}

Types of Business Letters

Business Letters are basically of Two Types:

- 1. Formal Business Letter** – Formal business letters are the typical or standard business letters meant for legal or official correspondence. These include letters regarding business deals, order, claim, dispute settlement, agreements, information request, sales report and other official matters.
- 2. Informal Business Letter** – Informal Business Letter has a laid back approach. It is used for casual correspondence but doesn't necessarily has to have a casual tone of language. These letters include memorandums, appraisals, interview thanks, reference letters, cover letter, customer complaint letters, e-mails and others which are less important or regular.

The seven parts of a business letter include: the heading, date, address of recipient, salutation, body, complimentary close and signature.

- Heading. Most professional business correspondence is printed on a letterhead template. ...
- Date. ...
- Related Articles. ...
- Address. ...
- Salutation. ...
- Body. ...
- Complimentary Close. ...
- Signature.