

Business letter



Resume cover letter A cover letter is often the first communication an employer sees, yet fewer and fewer candidates seem to be taking the time to write one out, especially in this day of emailed job applications. A good cover letter can serve to highlight your accomplishments, call attention to special skills you possess and showcase your excellent writing skills. Here are some of my favourite cover letter resources to assist you. · Sales letters Sales Letters Sales Letters are used to introduce new products to new customers and past clients.

It's important to outline an important problem that needs to be solved and provide the solution in sales letters. This example letter provides an outline, as well as important phrases to use when sending out a wide variety of sales letters. · Request letters · Goodwill letters · Acknowledgement letters · Credit and collection letters · Inquiry letters · Demand letters Acknowledgement Letter : This type of letter is written when you want to acknowledge someone for his help or support when you were in trouble.

The letter can be used to just say thanks for something you have received from someone, which is of great help to you. · Apology Letter : An apology letter is written for a failure in delivering the desired results. If the person has taken up a task and he fails to meet the target then he apologizes and asks for an opportunity to improve in this type of letter. · Appreciation Letter : An appreciation letter is written to appreciate someone's work in the organization. This type of letter is written by a superior to his junior.

An organization can also write an appreciation letter to other organization, thanking the client for doing business with them. · Complaint Letter : A

complaint letter is written to show one that an error has occurred and that needs to be corrected as soon as possible. The letter can be used as a document that was used for warning the reader. · Inquiry Letter : The letter of inquiry is written to inquire about a product or service. If you have ordered a product and yet not received it then you can write a letter to inquire when you will be receiving it. Order Letter : This letter is as the name suggests is used for ordering products. This letter can be used as a legal document to show the transaction between the customer and vendor. · Letter of Recommendation : This type of letter is written to recommend a person for a job position. The letter states the positive aspects of the applicant's personality and how he/she would be an asset for the organization. Letter of recommendation is even used for promoting a person in the organization. Cover Letter: Example 1 2520 Vista Avenue Olympia, Washington 98501 April 19, 2001 Mr.

Bob Trimm, Personnel Manager Importers Inc. 587 Lilly Road Dear Mr. Trimm: I am writing to you in response to your advertisement for a Legal Assistant specializing in Port Regulatory Law, which appeared in the Seattle Times on Sunday, June 15. As you can see from my enclosed resume, my experience and qualifications match this position's requirements. I especially would like to point out that I graduated Cum Laude from The University of Tacoma and was hired directly upon graduation due to my expertise in port authority regulations. During the four years that I worked for Shoreman and Co. I further deepened my knowledge of the fast changing regulatory laws in our state. My employer also thought highly enough of my abilities to promote me to head legal researcher after my first year of employment. I look

forward to an opportunity to personally discuss the position with you. I will call you within the next five days to arrange an interview. Sincerely, Kenneth Beare

Enclosure Example Letters Acknowledgment Of Receipt

ACKNOWLEDGMENT OF RECEIPT I hereby acknowledge the receipt of the following documents from the firm of [firm] : _____

Signature of Client] Acknowledgment Of Letter Dear _____ Because _____ is out of the office for the next two weeks I am acknowledging receipt of your letter dated May 20, 1983. It will be brought to his attention immediately upon his return. If I may be of any assistance during Mr. Jones' absence, please do not hesitate to call. Yours Sincerely, _____

Example Letter: claim letter Drivers Co. 3489 Greene Ave. Olympia, WA 98502 August 17, 2001

Richard Brown, President Document Makers Salem, MA 34588 Dear Mr. Brown:

As someone who has worked with your company for over 3 years, we were very disappointed to see the documents you produced for our latest Drivers Co. publicity campaign. As our written agreement stipulated, we expected full color leaflets with fancy explanatory texts, but instead, we found that black and white photos had been included in the prepared leaflets. I think you will agree that a communication problem exists. We would like you to send out a photographer to provide us with the promised color coverage, or provide us with a refund. Yours truly, (signature here)

Thomas R. Smith, Director Example Letters placing orders May 23, 1999 Mr. Jack Brown, Director Used Books Online Seattle, WA 98795 Dear Mr. Brown: Would you please send me the following used books via COD? According to your Web site, orders need to include the title, author, and publisher. Title: "

<https://assignbuster.com/business-letter-essay-samples-5/>

Driving Home" Author: Peter Lawford Publisher: Jackson and Co. Title: "

Landscaping for Fun" Author: Janet Patterson Publisher: Nature Ltd. Title: "

Christmas Myth" Author: Margaret Smith Publisher: Smoothers Thank you

very much, (signature here) Fred Finkleham, Professor, OUS