

# PARTS OF LETTERS

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## THE LAYOUT

Source: Oxford Handbook Of Commercial Correspondence, A. Ashley

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# Sender's address

- it is positioned **in the letterhead** of the letter
- if the letter does not include an official letterhead, the sender's address is placed in the right-hand corner in blocked style

# Date

- it is written directly below the sender's address
- it is separated by a space both over and under
- it is positioned **on the right side** of the page
- the name of the month is preferred to be expressed by a noun, not a number, to avoid misunderstandings (in the USA they start with month-day-year, in the rest of the world it is day-month-year)
- there are 4 ways of writing the date:

6 January 20\_\_

January 6, 20\_\_

6<sup>th</sup> January 20\_\_

January 6<sup>th</sup>, 20\_\_

# Inside address

- it is written below the date **on the left-hand** side

**Asha's Fine Dining**

**12-22 Newhall St**

- unlike in Czech addresses, we begin with the number of the house followed by the name of the street

**Birmingham**

- the name of the town/city

**B3 3AS**

- postcode

**UNITED KINGDOM**

- country

# Opening salutation

- there are 2 ways of writing the salutation:
- 1) **we do not know** the recipient of the letter or we are writing to a department of the company or the whole company as such
  - we use: Dear Sir } we do not know the name of the man/woman  
Dear Madam }
  - Dear Sir or Madam } we do not know the name nor gender  
Dear Sir / Madam }
  - Dear Sirs – we address a company

- 2) **we know** the recipient by name therefore we use a title and surname

Mr – for a man

Mrs – for a married woman, pronounced [misiz]

Miss – for an unmarried woman, pronounced[mis]

Ms – the title ignores the marital status of the woman, pronounced [miz]

Messrs – used as part of the name of a company e.g. Messers Coller & Smith

- In both cases, the opening salutation is followed by a comma or not:

Mr Cartwright, OR Mr Cartwirght

# Body of the letter

- usually the body of the letter starts with a formal opening phrase
- the body of the letter includes the core information of the message
- blocked style is used most often
- paragraphs are divided by a space
- it is finished with a formal closing phrase, usually expressing hope for future cooperation

# Closing salutation

- its form closely tied with the opening salutation:

## OPENING SALUTATION

Dear Sir/Madam

Dear Sirs

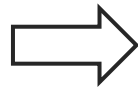
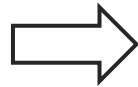
Dear Mr Print

Dear Ms Roberts

## CLOSING SALUTATION

Yours faithfully

Yours sincerely



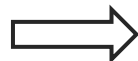
- if we use a comma after the opening salutation, we have to use it after the closing salutation, too

Dear Ms Adlestar,

Dear Ms Adlestar

Yours sincerely,

Yours sincerely



# Signature and job title

- first comes the handwritten signature of the sender
- it is followed by a typed full name of the sender, without a space between
- then comes the job title of the sender especially when sending the letter on behalf of the company and when the recipient has not dealt with you before

*David Samuelson*

David Samuelson  
Sales Manager

# Enclosures

- information about enclosures are placed below the job title separated by a space
- we use the abbreviation Enc. or Encl.:

*David Samuelson*

David Samuelson  
Sales Manager

Enc. (3)