

THE LETTERS WE WRITE

When you've decided to write a business letter, you should always consider the recipient of the letter. The Three C's: Clarity, Courtesy and Conciseness. We should also remember any letter is written for the recipient. Unlike other means of communication, the recipient's letter is known only when the reply is received. In communication we can usually see the kind of response we're looking for. In the case of correspondence we make the necessary enquiries to get the letter written. This is not to, however, write a letter, and if it had appeared in time, you would know if only from the reply, by reflection that perhaps you left it at someone's doorstep (as opposed to the posture of the person who writes the letter, to consider the recipient's status and to show the care and respect that being seen and acknowledged).

The Aim of a Letter

Any letter should always draw the reader's attention from the very beginning, and the subject matter should be explained without delay. The subject of the message of the subject of the letter is stated in the beginning, the subject heading, etc.

Example:

The Order (123456) of 1st Dec, 2018

Such a heading serves to show the reader from the outset what the letter is about, so he can give it appropriate priority. On some occasions, however, this "subject" approach may require a little further detail. The writer should identify clearly the document which the subject of the letter is referring to, either by reference from the beginning or otherwise it needs to be introduced rather than delayed. This is often the case with legal cases or something pending to be decided. As a general rule, writing that is of interest and strength towards important needs the "subject" approach, but if the subject is more complex, it should be introduced at length.

The Language of a Letter

Since a letter should always be written for the reader, the language used should be something the reader would understand. If, therefore, the writer knows he is writing to someone in a country whose language is not his own, he should write his letter in such simple English that he would be able to write it, or have it read, by a native speaker of English.

We should also remember that long sentences and paragraphs are often a barrier to many readers, even if they have a good command of English, and so, to be sure, for letter correspondence and more to make it understandable. Concise, well-organized and complete letters, it will sometimes be impossible, but whenever it can be done, a letter should be as simple as the subject matter requires. Short and the sentence may enough for a long sentence to understand, should being to produce such letters.