

Abdelhafid Boussouf University Center – Mila

Faculty of Economics, Commercial & Management Sciences

Departement Of Economics

Lectures On : Business Letters

Addressed To 3rd Year Students – 2nd Semester

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Business Letters

Introduction

Business letters are formal written communications used in professional settings to convey important messages, such as job applications, complaints, inquiries, and business proposals. They follow a specific structure and tone to ensure clarity and professionalism.

Structure of a Business Letter

1. **Header** – Includes the sender's address, date, and recipient's address.
2. **Salutation** – A formal greeting (e.g., "Dear Mr. Smith").
3. **Introduction** – States the purpose of the letter.
4. **Body** – Contains the main message in a structured manner.
5. **Conclusion** – Summarizes key points and includes a call to action.
6. **Closing** – Ends with a formal closing phrase (e.g., "Sincerely").
7. **Signature** – The sender's name and position.

Key Terms

- Business letter = الرسالة التجارية
- Salutation = التحية الافتتاحية
- Closing = الإغلاق
- Recipient = المستلم
- Formal tone = النغمة الرسمية