DEFINITIONS

**Business Correspondence**

- Business correspondence or business letter is a written communication between two parties. Businessmen may write letters to supplier of goods and also receive letters from the suppliers. Customers may write letters to businessmen seeking information about availability of goods, price, quality, sample etc. or place order for purchase of goods. Thus, business letters may be defined as a media or means through which views are expressed and ideas or information is communicated in writing in the process of business activities. ([http://www.nos.org/Secbuscour/cc14.pdf](http://www.nos.org/Secbuscour/cc14.pdf))

- A business letter is a letter written in formal language (English), usually used when writing from one business organization to another, or for correspondence between such organizations and their customers, clients and other external parties. The overall style of letter will depend on the relationship between the parties concerned; however, there is a general consensus on style. ([http://en.wikipedia.org/wiki/Business_letter](http://en.wikipedia.org/wiki/Business_letter))

RELATED TERMS

- Business Letters
- Business Writing
- Letter Writing

BOOKS

**Reference Section**

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Is letter writing dead? by M. H. Caddell Office PRO p.22-23 63(8) N-D ’03

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**AUDIO-VISUAL MATERIALS**

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**ELECTRONIC JOURNALS**

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- Theory and Practice in Language Studies
- Journal of Business and Technical Communication
- International Journal of English Studies
- Information Systems and eBusiness Management
- Austin Business Journal
- Journal of Engineering
- OfficePro
- Technical Communication
- Administrative Assistant's Update
Effective business letters: the best place to learn to write effective business letters

This site tells you about the many of the important and intricate points which will make the business letters effective. Many sample letters which are drafted by incorporating all those intricate points are given here for your attention. Writing effective business letters means writing intelligently. Even the basic aspects of writing those letters have been discussed in detail so that you may not have any doubt while you will face the same situations in your personal and business life.

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