FE\M1

# EMAILS & BUSINESS LETTERS

BUSINESS CORRESPONDENCE





# PUR POSE



- Short& concise
- (1 topic only)
  - Formal yet conversational tone.
  - Digital &ideal for quick responses.

**EMAILS** 

- Rigid structure
- Used for legal and contractual matters.
- Printed/scanned as an attached pdf
- Often used externally with partners.

# 1 SUBJECT LINE

Meeting confirmation

4 BODY

Main topic in two paragraphs max

# 2 GREETING

Dear Mr.Ali Hello Sara

CLOSING LINE
Looking forward
for your reply at
your earliest
convenience

# OPENING LINE

Im writing to confirm our meeting schedule

SIGNATURE

Best Regards,
Name,
Position,

**STRUCTURE** 

# LETTER STRUCTURE-

## LETTERHEAD

#### 1. Sender's Information

company name, address, phone number, and email..

### 3. Recipient's Full Details

The full name, official title, organization, and complete address.

#### 5. Subject Line+

"Subject:" or "Re:" Subject:

Confirmation of Order #4521

#### 2. Date

Ex September 18, 2024).

#### 4. Formal Salutation

formal, using titles and surnames.

Ex: Dear Ms. Johnson head of FR comany

## – LETTER STRUCTURE –

## BODY

# OPENING PARAGRAPH

\*The main topic \*Previous communication

# MIDDLE PARAGRAPH(S)

- \*Details
- \*Arguments
- \*Objective Data

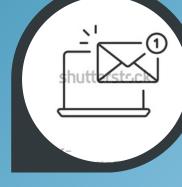
### CLOSING PARAGRAPH

- \*Main points summary \*Statement of
- \*Statement of expected action

Often includes a stamp or signature for official validation. + Attached documents



# WHICH IS MORE SUITABLE?



- 1. Requesting an official partnership between two companies.
- 2. Sending the updated quarterly financial report to your manager.
- 3. Expressing gratitude to an investor after a successful deal.
- 4. Reporting an internal accounting error that needs urgent correction.
- 5. Applying for a corporate loan from a financial institution.

# TIME OF ANALYZING TEXTS...

## MAKE THE FOLLOWING EMAIL FORMAL

You are Lina H., a fresh graduate in Accounting and Finance from Badji Mokhtar University. You're writing to Mr. Karim Bensalem, the HR manager at Global Finance Company, to ask for an internship opportunity to gain experience in accounting.



# MAKE THE FOLLOWING EMAIL FORMAL

Subject: internship Hi Karim,

I finished my studies in accounting and I'm looking for an internship. I think your company is a good one so maybe I can come. I can work hard and learn fast. If you want my CV, I can send it.

