

BUSINESS CORRESPONDENCE

➤ BUSINESS CORRESPONDENCE/LETTER

→ the exchange of written, typed or printed information

- within an organization (internal)
- between organizations (external)
- between an organization and its clients/customers (external)

→ the scope or coverage of which may be:

- internal - resignation
- external - CLIENT/CUSTOMER (not part of the organization)

**Even if you don't sell something, you will still create a business letter.*

→ runs along either of the following directions:

- vertical
 - ✓ upward - down to up (e.g., instructor to dean)
 - ✓ downward - up to down (e.g., dean to instructor)
- horizontal - same level/position (e.g., dean to dean; president to president)

➤ The **Electronic Mail** or **Email** has become the most commonly used mode of both internal and external communication among organizations in major urban areas

- there's **NO** date line and inside address
- it's not like a messenger app
- **less formal** than the printed business letter
- cc and bc/bcc can be a notation in email
 - **cc** - carbon copy
 - tells the primary recipients that you copied in other relevant people or parties
 - **bc** - blind copy
 - **bcc** - blind carbon copy
 - has its own email address field to copy in people you want to get the correspondence without the original recipient knowing
 - no other recipients can see who else received a copy

➤ TYPES OF BUSINESS LETTER

1. **Inquiry Letter**

- written for the purpose of asking for something from the recipient

2. **Curriculum Vitae Letter**

- to invite you to attend a neighborhood association
- written to an honoree so it should contain proper information about the venue, date, etc. of the event

3. **Request Letter**

- way to formally ask for something in the workplace
- can be used to request a raise, a training class, a recommendation or even a meeting to ask for a promotion

4. **Cover Letter/Application Letter**

- typically sent with your resume when applying to a job

5. **Résumé - FOR FRESH GRADUATES**

- formal document that a job applicant creates to itemize their qualifications for a position

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