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Business Correspondence

Business correspondence means the exchange of information in a written format for the process of business activities. Business correspondence can take place between organizations, within organizations or between the customers and the organization. The correspondence refers to the written communication between persons.

Business Correspondence A Guide To

Ah, business letter format-there are block formats, and indented formats, and modified block formats . . . and who knows what others. To simplify matters, we're demonstrating the block format on this page, one of the two most common formats. For authoritative advice about all the variations, we highly recommend The Gregg Reference Manual, 9th ed.

Types of Business Correspondence

Business correspondence is an essential tool for the day-to-day operations of a company. It helps people within an organization communicate with each other efficiently. It also helps an organization transact and maintain a good professional relationship with their business partners, customers, and other organizations.

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Business letters are used for professional correspondence between individuals, as well. Although email has taken over as the most common form of correspondence, printed-out business letters are still used for many important, serious types of correspondence, including reference letters, employment verification, job offers, and more.

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