

**Advanced 3**  
**Unit 4 Writing**  
**Presented by Mohammad Rajabpur**

## **Business Letters**

**The Return Address**

**Date**

**Mailing Address**

**Salutation**

**The Body of the Letter**

**The Body of the Letter**

**The Body of the Letter**

**Valediction**

**Name & Signature**

**Persia Customs Brokerage**

25, Golha Street,

Azadi Avenue, Tehran, Iran

Zip Code: 15486623335

February 19, 2022

**Andrew's Hypermarket**

10, Liberty Street,

Galaxy Boulevard,

Toronto, Canada

Dear Mr. Anderson,

I am writing this letter to inform you that the cargo which you had ordered has been dispatched from Tehran's customs. It will be sent by a trailer truck to Istanbul, Turkey and from there, it will be carried to Canada by ship. It is estimated that you will receive your cargo in three weeks if the customs formalities in Turkey do not take longer than usual. We have received the freight rate for the transfer of your cargo from Tehran to Istanbul. But we have not received the freight rate for the second part of the transportation. It would be very kind of you to transfer \$20,000 to our bank account in Turkey as soon as possible. The invoice and the packing list are attached to this letter. You can find the number of our bank account in the invoice.

Yours sincerely,

*Mohammad Rajabpur*

**The Senior Broker of Persia Customs Brokerage**

Zip Code (American) = Postal Code (British)

Zip = Zone Improvement Plan

**Point:**

You ought to break the address into several lines. Don't include the address on one line, especially when you are dealing with a long address.

**Point:**

If you don't know the name of the recipient of your business letter, you can use the following expressions:

*Dear Sir or Madam,*

*To whom it may concern,*

**Valediction:**

Yours truly,

Very truly yours,

Cordially,

Yours sincerely,

Regards,

Sincerely,

Yours,

Best regards,

Sincerely yours,

Respectfully yours,

Kindest regards,

...

**Point:**

"Yours sincerely" is typically employed in English when the recipient is addressed by name (e.g. "Dear John") and is known to the sender to some degree, whereas "Yours faithfully" is used when the recipient is not addressed by name (i.e., the recipient is addressed by a phrase such as "Dear Sir/Madam") or when the recipient is not known personally by the sender.

Which of them is an appropriate valediction in a business letter?

- a. Yours Truly    b. Yours Truly,    c. Yours truly    d. Yours truly,

The Right Answer:

**D**

## Some Suggestions for Valedictions in American English

Closing	Recommended use
Yours truly,	"formal closing" (Barron's); "no personal connection between writer and recipient" (AMACOM)
Very truly yours,	"no personal connection between writer and recipient" (AMACOM)
Respectfully yours,	"formal closing" (Barron's); to person of acknowledged authority or "great formality" (AMACOM)
Sincerely, or Sincerely yours,	"less formal closing" (Barron's); personal and business relationship (AMACOM)
Cordially,	"less formal closing" (Barron's)
Cordially yours,	often used, but it is "incorrect" (AMACOM)
Regards, Personal regards, Kindest regards,	"personal closing" (Barron's)

### Point:

In British English, valedictions have largely been replaced by the use of "Yours sincerely" or "Yours faithfully".

Source:

[Advanced 3 \(anglophone.ir\)](http://anglophone.ir)