

# Letters

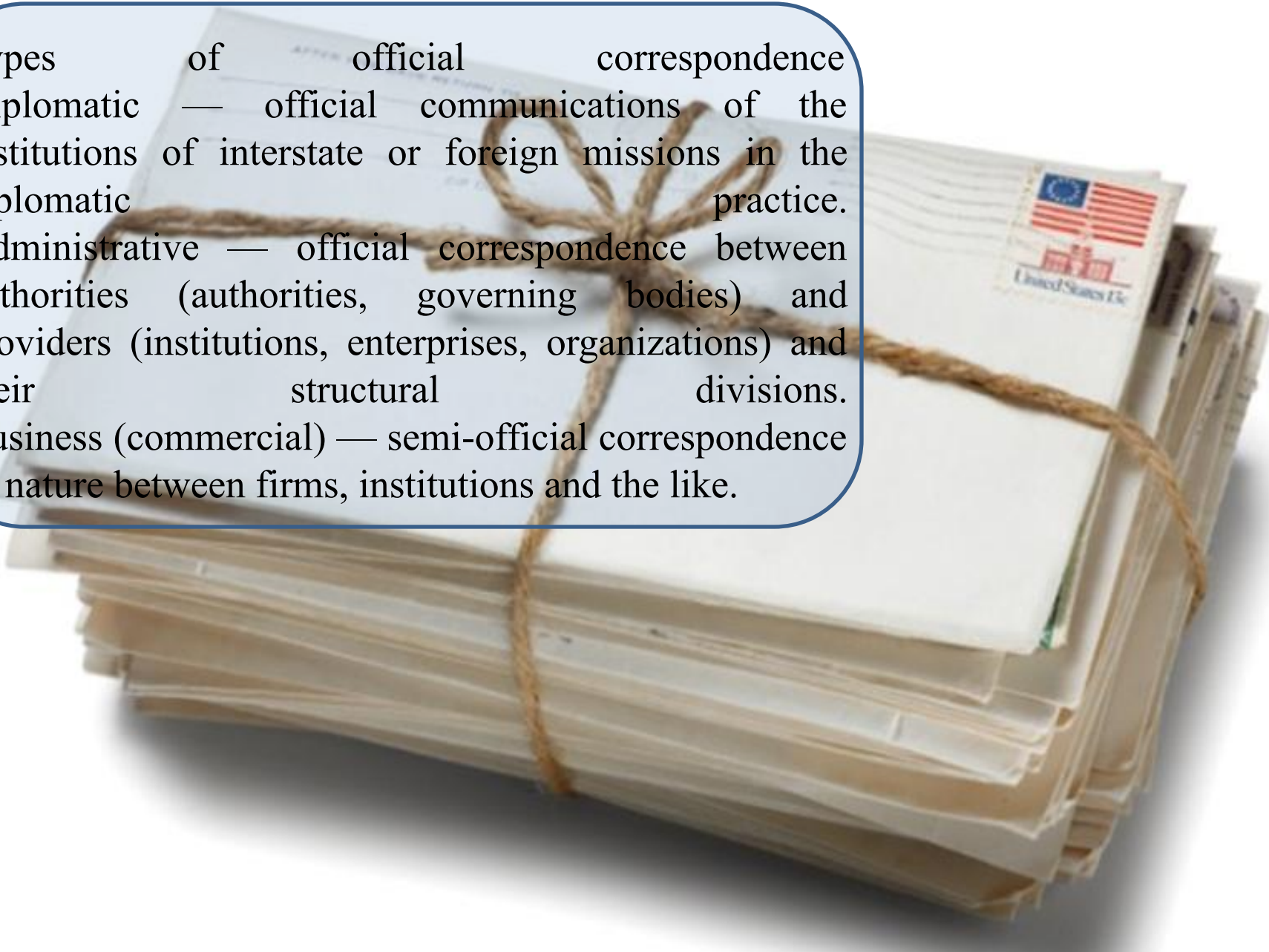
Completed  
student group D - 32  
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Official letter or official is a common form of documentation, a means of information exchange.

Official letters are the primary means of establishing formal and official contacts between enterprises, organizations, institutions, firms and institutions.



A stack of papers, possibly a book or a collection of documents, is shown. The stack is bound with a thick, light-brown string that is wrapped around it twice, forming a bow-like shape in the center. The top of the stack is covered by a white envelope or document. On the right side of this top document, there is a postage stamp featuring the United States flag and the text "United States U.S.". The stack of papers is thick, suggesting a significant amount of text. The background is plain white.

Types of official correspondence

Diplomatic — official communications of the institutions of interstate or foreign missions in the diplomatic practice.

Administrative — official correspondence between authorities (authorities, governing bodies) and providers (institutions, enterprises, organizations) and their structural divisions.

Business (commercial) — semi-official correspondence of nature between firms, institutions and the like.

## **Classification of letters**

**All business letters either by function divided into two groups:**

*letters that require a response. These include:*

- the letter of request;
- letter addressed;
- letter of offer;
- the letter requests;
- letter requirements.



**letters not requiring response.**

**These include:**

- letter of warning;
- collection letter;
- letter of confirmation;
- the letter of refusal;
- cover letters;
- the letter of guarantee;
- of letters (information letters);
- letters, orders.

The structure entails the following business letters:

*Regulated* - fit for a particular sample set.

*Unregulated* - contain the author's text and composed in a free form, do not have a standard form.

The number of recipients

*Standard* - sent to one address on behalf of another correspondent.

*Circular* - sent a number of institutions (such as the administering institution to its structural divisions (several locations)).

*Collective* - sent to the same address, but the writing on behalf of several correspondents.

The form of sending business letters can be:

*Envelopes* - sent by mail in an envelope (mailing).

*E* - sent electronically to the e-mail (e-mail).

*Fax* - sent by fax (fax message).