



APRIL 20-24, 2020

TOPIC: PURPOSEFUL WRITING FOR PROFESSIONS

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## **BASIC PARTS OF A PROFESSIONAL CORRESPONDENCE**

A professional or business letter has its basic and optional parts. In this lesson, the basic parts will be discussed. These are the parts that are generally used and seen in letters. The optional parts are those that may not be included in the letter, and their inclusion depends on some cases and on the writer or sender's choice.

Consider this model that shows the basic parts discussed below.

AZUMI Associates Incorporated  
2212 Malaya Street, Malanday, Makati City  
Tel. No. 675-34-12 | Fax No. 735-21-34  
E-mail. [azumiassoc@yahoo.com](mailto:azumiassoc@yahoo.com)

April 23, 2020

Mr. Dan Madlangpeople  
Proprietor  
Automatic Tubig Machine Services  
EDSA, Quezon City

Dear Mr. Madlangpeople:

The first thing any business letter writer has to consider in writing a letter is the style of the letter on the page. There are several styles to choose from but generally, only one style is used by a single business. The style in which letter is typed is full block.

This style is gaining in usage because of its simplicity. Everything under the letterhead (dateline, inside address, salutation, body of the letter, complimentary close, and signature) is aligned along the left margin.

Moreover, this style is popular among the businessmen because of its eye-catching layout. You can use it with assurance that it will be accepted by your business friends.

Very truly yours,

Ms. Janine Kelly  
Manager

TA

## **BASIC PARTS**

- 1. Letterhead or Heading.** The heading contains the name of the sender, the street address, town, province, and country and the ZIP code which are typed on the top lines immediately above the dateline.
- 2. Dateline.** The dateline contains the date of the letter. It may be typed at the left or the right margin depending on the letter style used. On the letterhead paper, only the dateline is entered two or three

spaces below the last line of the printed heading. The dateline should not be abbreviated or use number to indicate the month.

Points to remember in writing the dateline:

- a. No abbreviation or number to indicate the month  
Wrong: Jun 5, 20\_\_ or 6-5-2\_\_ or 6/5/20  
Right: June 5, 20\_\_  
Right: 5 June 20\_\_ (military style)
- b. *Th, st, and d* should not be used after the day of the month.  
Example: June 5 and not June 5<sup>th</sup>

3. **Inside Address.** This is sometimes considered as the introductory or complimentary address. This is the address of the receiver or recipient of the letter and is the exact address written on the envelope. This consists of the name, address, the town and the province/city. This is typed two to three spaces below the dateline.

Guidelines to be considered in writing the inside address:

- a. A woman is addressed as *Miss or Mrs. Ms.* is used if the status is not known. (*Miss* is a complete word and is not followed by a period. The title *Mesdames* or its abbreviated form of *Mmes.*, may be used if all women comprise the firm.)
- b. A man is addressed as *Mr.* and its plural form is *Messrs.*, an abbreviated form of the French *Messieurs*.
- c. Doctor may be abbreviated as *Dr.*
- d. Abbreviation of the word title *Professor* is allowed, only if the first and last name is given. If not, do not.

Example: Professor Vargas  
Prof. Jesus Vargas

- e. The position of the addressee may either precede or follow the name.

Example: Mr. Jesus Vargas  
Executive Vice-President  
Kelly and Sons Corporation

Director Arthur Mendoza

Marie San Juan  
Manager

- f. Names and titles of the cities and states should be spelled out. The ZIP code should also be included.

Example: Dr. Aurora Munji  
Vice President  
Zenflex Manufacturing Company  
San Idelfonso Street  
Quezon City

4. **Salutation.** This is considered as the greeting and expression of courtesy to put the reader in a friendly state of mind. This is typed two spaces below the inside address.

Example:

Formal

**Singular**

Sir  
Dear Madam  
Dear Mr. Roberts  
Dear Atty. Cortez

**Plural**

Sirs  
Mesdames  
Dear Sirs  
Gentlemen

Not Formal:

Dear John

**Note:** When the letter is directed to a company, use *Gentlemen* or *Ladies and Gentlemen* for salutation.

Example:

ABC General Merchandise  
715 Don Bosco Street

Makati City 1105

Gentlemen or Ladies and Gentlemen

5. **Body of Letter.** This is the most important part of the letter because it is in this part where the message of letter is written. Normally, the body of the letter is typed two spaces after the salutation unless there is a subject line. If it happens, the body of the letter is typed two spaces after the subject line.

Here are some rules to be followed:

- A paragraph usually looks more impressive and dignified when single-spaced. Normally, long letters are single-spaced and short letters are double-spaced.
- When a second page is needed, it must be an ordinary plain sheet of the same size, color and quality as the letterhead sheet. The second page should bear the name of the addresses, the page number, and the date of the letter.

Example: Mr. Nicanor Antonio

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June 5, 20\_\_

OR Mr. Nicanor Antonio 2 June 5, 20\_\_

6. **Complimentary Close.** This part closes the letter cordially. Only the first letter of the word is capitalized. This is typed two or three spaces below the letter. In writing this part, one has to observe the same degree of formality as in the salutation.

For instance: The standard forms employed according to the degree of formality desired are:

**Formal**

Respectfully yours

Very truly yours

Truly yours

**Less Formal**

Sincerely yours

Cordially yours

Cordially

Example:

**Salutation**

Gentlemen or Ladies and Gentlemen

Dear Engr. Vargas

Dear Mrs. Pantaleon

**Complimentary Close**

Respectfully yours

Very truly yours

Truly yours

**Note:** Respectfully yours is used in addressing anybody to whom one would like to show respect.

7. **Signature Block.** This basic part identifies the writer. The name of the writer is typed four and five spaces below the complimentary close. Take note that letter has no binding effect if the writer fails to sign his/her name.

Note: Women would indicate in their signature how they wish to be addressed.

Example:

Sincerely yours,

Atty. Marites Mendoza

Personal Director

8. **Reference Tools.** These are the initials of the writer or typist or stenographer which are typed in the lower corner of the letter.

Example: PE, JV/TA

## HONE YOUR SKILLS!

### ACTIVITY #1

**Directions:** Correct the errors in the following parts of a business correspondence. Write your answer in a one-half crosswise.

1. November 2<sup>nd</sup>, 2019 \_\_\_\_\_
2. sincerely yours \_\_\_\_\_
3. 1234 Malakas St.  
cotabato City \_\_\_\_\_
4. Respectfully your's \_\_\_\_\_
5. Dear ms tan \_\_\_\_\_
6. 12/24/2000 \_\_\_\_\_
7. Prof. Ramos \_\_\_\_\_
8. Ms. Chua and Cortez \_\_\_\_\_
9. Your letter of September 10<sup>th</sup> \_\_\_\_\_
10. Dear sirs \_\_\_\_\_

### ACTIVITY #2

**Directions:** The following are faulty inside addresses and salutations. Rewrite them by correcting errors. Provide each entry with the appropriate salutation. Write your answer in a one whole yellow paper.

1. Mr. Johnny Depp  
Los Angeles, California  
Beverly hills, U.S.A  
Film Director
2. Prof. Regalado  
University of Sto. Tomas  
Dept. of Arts and Letters  
España, Manila
3. 5<sup>th</sup> Floor, Quezon City  
Dona Amparo Building  
Atty. Joey Antonio  
Project 8
4. Marie's Balloons and Party Needs  
San Roque, Marikina  
1146 Shoe Avenue  
Dear Sir/Madam
5. El Nido Resort  
Benjamin Ochoa  
Palawan, Miniloc Island  
Manager  
Dear Mr. El Nido