

# Letter and Mail writing

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## Constructions

### ➤ essential parts

- 1 - letterhead
  - infos of the sender (name, address,...)
- 2 - date
  - obligatory in every document
- 3 - inside address
  - name, address of receiver
- 4 - salutation
  - greeting
- 5 - body of letter
  - main text and polite ending
- 6 - complimentary close
  - saying good-bye
- 7 - signature, name, position of sender

### ➤ additional parts

- a - reference line
  - initials of sender
- b - attention line
  - informs for whom the letter is
- c - subject line
  - tells us what the letter is about
- d - enc./encl. Enclosure; attc Attachment

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② 15 March 2002

③ SC/SL

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⑤ For the attention of Herr Hagen

④ Dear Herr Hagen,

③ SPECIFICATIONS PC.70/3

As requested at your recent meeting with Ms Maca, I am sending you a leaflet containing the technical data on our PC 70/3. In order to discuss the specific requirements of German users, I propose another meeting in Munich on 19 May. Please inform me if this date suits you.  
I look forward to your early reply.

⑥ Yours sincerely,

⑦ *Stephen Clark*  
Stephen Clark  
Technical Director

④ Enc.