

# Letter and Mail writing

## 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

