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Sample letter with enclosure and cc

Where to put enclosure and cc on a letter. Where does enclosure and cc go on a letter. Example of letter with cc and enclosure.

How to Format a Business Letter... How to Write Enclosures at the... How to Format for Block Letters How to Indicate Enclosures in a... Business Letter Abbreviations How to Cite an Attachment in a... Personal Business Letter Example How to Format a Two-Page Business...
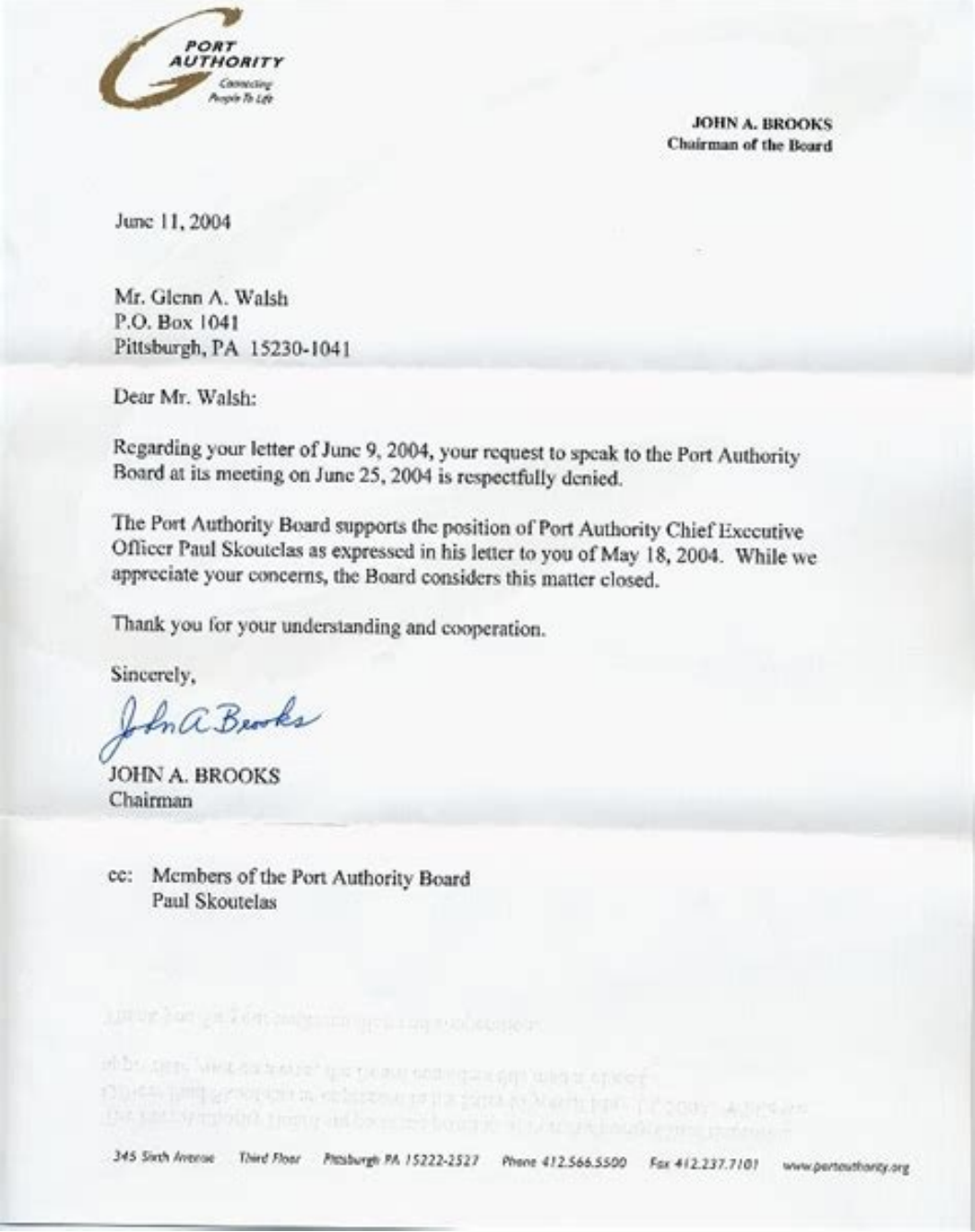
Letter Etiquette to Multiple Addressees How to Address Two People in a... How to End a Business Letter in...

How to End a Formal Thank You Letter How to End a Professional Letter... How to Address a Letter to Multiple... Attachment Vs. Enclosure for a... How to Write a Business Reply Letter Use letters to communicate outside your organization. Whereas the memorandum is the primary vehicle for communication within an organization, letters are often used to communicate to individuals outside it, especially in formal and semiformal contexts. Letters are an essential part of all business and technical communication because they are more formal and reliable than electronic mail and more precise and permanent than telephone or face-to-face conversations. Types of Letters Like memoranda, letters perform many functions in scientific and technical communication. The following are some of the most common types of letters written by people in technical fields. Job application letters Acceptance letters Transmittal letters Inquiry letters Technical-information letters Letters of recommendation Format of a Letter If your organization has a specific style for business letters, follow that format. Otherwise, follow the guidelines provided here. Business letters are commonly either full-block formatted, with every line starting at the left margin and usually a business letterhead at the top of the page, or modified-block formatted, with the heading and the closing aligned at the center of the page. Elements of a Letter Business letters have the following elements: Heading Date Recipient's address Salutation Body Closing End notations Heading If you are using letterhead stationery, include only the date two lines below the bottom of the letterhead.
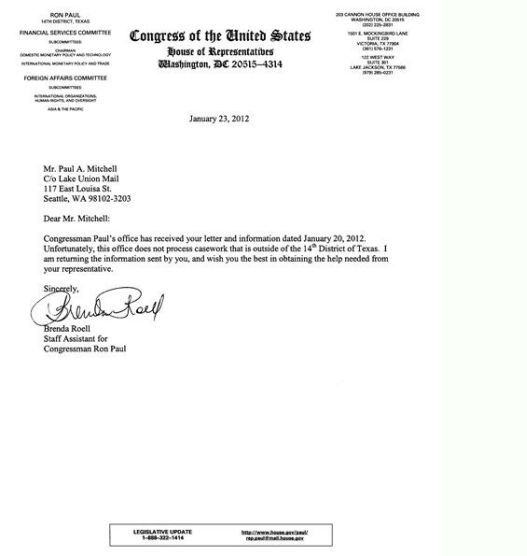
Spell out the name of month.
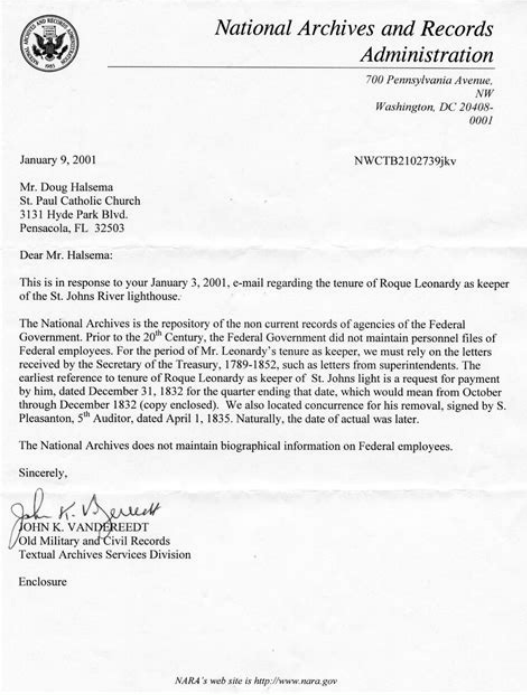
If you are not using letterhead stationery, begin with your full address (city, street, and zip code) 1 to 1½ inches from the top of the page. Spell out address designations, such as Street, Avenue, and West. The state name may be abbreviated using the two-letter, all-capitals U.S. Postal Service designations. Include the date aligned at left with the address, spelling out the name of the month. Recipient's Address Two to four lines below the date, place the following items: The recipient's title (such as Mr., Ms., or Dr.) and full name (address a woman who does not have a professional title as Ms. unless you know she prefers Miss or Mrs.; if the recipient does not have a title and you are unsure of his or her gender, omit the title). The recipient's job title, if appropriate.

The name of the company or institution, if appropriate. The full address, following the same format as for the address in the heading. The recipient's address is always aligned on the left margin. Salutation Place the salutation two lines below the recipient's address. The salutation begins with the word Dear, continues with the recipient's title and last name, and ends with a colon. If you are unsure of the recipient's gender and the recipient does not have a professional title, omit the title and, instead, use both the first and the last names in the salutation (Dear Leslie Perelman:). If you do not know the name of the recipient of the letter, refer to the department you are writing to (Dear Technical Support:). Avoid salutations such as Dear Sir or Madam:.

Body Start the letter two lines after the salutation. Body paragraphs should be single spaced with a double space between paragraphs. (Indenting the first line of each paragraph is acceptable but is more informal than the unindented style.) Be concise, direct, and considerate. State the letter's purpose in the opening paragraph. Include supporting information in a middle paragraph or two, and conclude your letter with a brief paragraph that both establishes goodwill and expresses what needs to be done next. If a letter requires more than one page, make sure there are at least two lines of body text on the final page. Never use an entire page for just the closing. The second page and all subsequent pages must include a heading with the recipient's name, the date, and the page number.

Closing Phrase Write a complimentary closing phrase two lines below the final body paragraph. Yours truly, Sincerely, or Sincerely yours are common endings for professional letters. Capitalize the first letter of the first word of your complimentary closing, and end the complimentary closing with a comma. Four lines below the closing phrase, write your full name. If you are writing in an official capacity that is not included in the stationery's letterhead, write your title on the next line. Your signature goes above your typed name. End Notations At the bottom of the last page of a business letter, end notations may show who typed the letter, whether any materials are enclosed with the letter, and who is receiving a copy of the letter. The typist's initials, in lowercase letters, follow the initials of the author, in capital letters, and a colon or a front-slash (LCP:ecb or LCP/ecb). An enclosure notation--Enclosure:, Encl., or Enc.--alerts the recipient that additional material (such as a résumé or a technical article) is included with the letter. You can either identify the enclosure or indicate how many pieces there are.

Enclosure: Article by I. W. Waitz Encl. (2) Enc. (2) In addition to the enclosure notation, always refer to your enclosures explicitly within the text of the letter. A copy notation (cc:) lets the recipient of the letter know else is receiving a copy.

Put each recipient of a copy on a separate line. cc: Dr. Maria Lopez Mr. William Astley ## Letters ## Letters # # [Home | Table of Contents | Writing Timeline | Index | Help | Credits] CC, which stands for "carbon copy", is a familiar phrase in email, but can also be used in business letters and legal documents. This can be especially useful for letters you want to spend up a company or organizational chain, letting each recipient know exactly who else received the same document. • A letter• Addresses you are CCing Follow a proper letter format when you write your letter. This means full recipient name and address up top, etc. Under your signature, type "CC" and place two to four spaces between your signature and the CC line. Now enter the names of everyone who will be CC'd on this letter. Now simply send letters to everyone in the CC list. Be sure to change the name and address at the top to reflect the person the letter is being sent to, and include their email address under their physical address as you have it.Be sure to do this for everyone of the CC list. For more info, check out the video below from Howcast: All images via WonderHowTo Want to master Microsoft Excel and take your work-from-home job prospects to the next level? Jump-start your career with our Premium A-to-Z Microsoft Excel Training Bundle from the new Gadget Hacks Shop and get lifetime access to more than 40 hours of Basic to Advanced instruction on functions, formula, tools, and more.Buy Now (97% off) >Other worthwhile deals to check out: