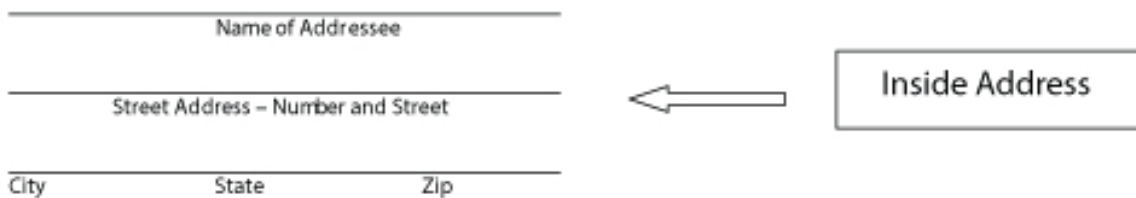
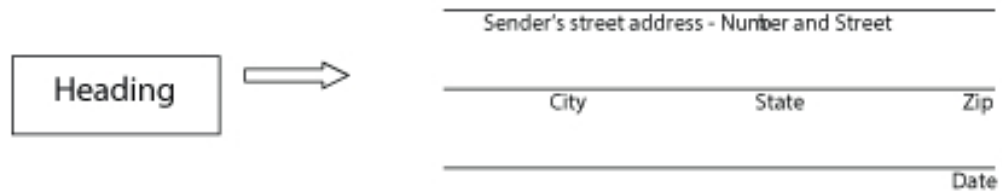


Business Letter Format



As you can tell from the inside address before the greeting a business letter is much more formal. This is the type of letter you might write to a company to complain about a product, claim repair or **Body** replacement under warranty, or to request information. The language—grammar and vocabulary—used for this type of letter is very concise and formal. The audience for such a letter needs to be able to read the letter quickly, and understand the **message** that the writer is sending, whether it is a complaint, a request for information, or some other communication.

