

A model business letter

the sender's address → → → *can move to the centre of the page*

DVB

Correnstrasse 250

D- 40000 Munster

Tel: (+49)251-86613

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Email: schubd@dvb.co.de

20 May 2006 (1st option)

the recipient's address

Ms D. van Basten

Direktor

D. van Basten S.A.

Heidelberglaan 2

Postbus 80.115

NL-3508 TC

Utrecht

20 May 2006 (2nd option)

Dear Ms van Basten

Dear Sir

when you don't know the name or even the sex of the recipient

Dear Sirs

↓

Dear Madam

↓

Dear Sir/Madam

↓

Dear Richard

when you know the recipient well

Thank you for your letter of 15 April regarding our February statement and April invoice No.7713.

We are sorry to hear about the difficulties you have had, and understand the situation. However, we would appreciate it if you could clear the account as soon as possible, as we ourselves have suppliers to pay.

We look forward to hearing from you soon.

Yours sincerely

Yours faithfully – *when you don't know the name/sex of the recipient*

Kind regards – *when you know the recipient well/ want your letter to sound friendly*

Regards

↓

With kind regards

↓

signature in writing

Dieter Schubert

Director

