



Business Letter

How to write a business letter

What kind of letter is it?

A business letter is a letter written in formal language. There are many reasons to write a business letter. It could be:

- to request direct information or action from another party,
- to order supplies from a supplier,
- to identify a mistake that was committed,
- to reply directly to a request,
- to apologize for a wrong
- or simply to convey goodwill.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

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