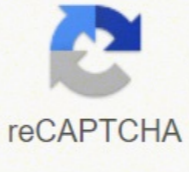




I'm not robot



reCAPTCHA

**Continue**

## What are the purposes of writing professional correspondence

Any written interaction you have with a potential employer, whether electronic, printed, or hand-written, is an opportunity for you to make a positive or negative impression. It is also your chance to express your interest in a position or organization, offer the employer insight into who you are and what you have to offer, and to impress the employer with your communication skills. There are a variety of ways in which you will correspond with potential employers. Here are some of the most common documents you may use: Review your message Before sending a message or letter to a potential employer, be sure to consider the following: Is your letter/message... Focused, clear and concise Well formatted 100% honest Proofread and peer reviewed Revised and free of errors Does your letter/message... Communicate your interest and enthusiasm about the position and the organization Offer insight into your relevant skills and experience Explain why you are a fit for the position and address how you will be an asset to the organization

Represent your communication and writing skills well A business purpose statement is an essential part of forming a new business. In some states, it is even a legally required aspect of your business filing. Whether mandatory or not, having a business purpose statement can help you to identify your mission, define your goals and ultimately find the success you crave. Writing a business purpose statement comes down to answering one important question: why is your company in business? Business purpose differs from mission or vision in that it illustrates the organization's impact on customers. The purpose of your company is to provide a certain service or product to your clients. The statement of purpose should, therefore, illustrate how you will improve the lives of those you serve. Not only is a business purpose statement a good thing to have, but it can also provide a competitive advantage over companies without such a statement. Also, the purpose can be used as a guide to dictate company actions. If a certain decision does not align with the business's statement of purpose, it shouldn't be acted on. To write a business purpose statement, you need to be able to answer one important question: why is your company in business? If you are forming an LLC, it is required by law that you provide a statement of purpose. For many other business structures, it is still advisable that you have a documented statement of this kind, whether required or not. A business purpose statement should be short, at just one to a few sentences. While it should be specific to the type of work you plan to do, you should also leave some room for ambiguity to provide your company room to grow and develop over time. Depending on your jurisdiction, statements that are too vague may not be accepted for business filing purposes. Mission, vision, purpose - what's the difference? Your mission statement should define your company's objective and its approach to reach these goals. Vision, on the other hand, describes your business's goals for the future and outlines how you will get there. Meanwhile, a statement of purpose explains the type of work you do and how it will benefit your customers. These distinctions are minor, but it's important to have a clearly defined vision, mission and purpose as a business owner. To write an effective business mission statement, you must be able to articulate your company's strategy. A mission statement should concisely answer four questions, as follows: What does my company do? How do we do it? Who do we provide this service for? What value do we provide? Even if you are a solo entrepreneur or run a small, seemingly self-explanatory business, you should develop a mission statement to provide a framework for running your company. By Indeed Editorial Team March 4, 2021 Though a majority of business-related communication takes place via email these days, there are still several situations when a professional letter is the preferred mode of correspondence. When writing a professional letter, your message must be polite, professional and brief. To do this correctly, you need to know how to properly format a business letter. In this article, we explain what a professional letter is, explore when and how you should write one and provide a template, example and tips to guide you as you craft a professional letter.

What is a professional letter? Professional letters are used to send work-related correspondence for several different scenarios, including referrals, references, networking, career, employment or business. Depending on the situation, they can be used to impress potential employers, show politeness and professional courtesy or allow the recipient to get to know you personally and professionally. When a professional letter is used to communicate with a future or current employer, a copy is often kept in your permanent record, along with your resume and other relevant documents.

Related: Guide To Writing a Business Email When should you write a professional letter? Professional letters can have a wide range of uses. For example, they are often used to: Say thank you A professional letter is a great way to thank someone for several work-related situations. Most commonly, these letters are delivered after a meeting or interview. Resign from a position A well-written resignation letter can help ensure that you're able to leave your current role on good terms with the company. Provide or ask for a reference Whether you're asking someone to write you a reference or you've been asked to provide one for someone else, you need to make sure that the letter is professional, clear and concise. Make a connection Professional letters are commonly used for networking purposes. For example, you may write a professional letter to request a meeting, introduce yourself to a new connection, refer someone or follow up after an initial meeting. Inquire about a job When you're looking for work, it can be helpful to send letters to organizations asking about potential job openings. These prospective employers could be hiring but have yet to post openings to job boards, and initiating a conversation can demonstrate ambition, motivation and confidence. If you decide to write an inquiry letter, you should format it much like a cover letter by explaining why you are ideal for the position. Say goodbye to clients or colleagues A goodbye letter is used to say farewell to colleagues, business contacts and clients. You could write one of these letters whether you or the other person is moving on, and it gives you a chance to provide information on how you can stay connected. You might write a goodbye letter to inform interested parties that you are resigning, retiring or accepting a new role. Bolster a resume During the job search, cover letters are commonly used to demonstrate that you are a strong candidate, which can help you get a job interview. Congratulate someone It can be a wonderful professional courtesy to write a congratulatory letter when a coworker or business connection achieves something at work, retires, starts their own business, earns a promotion or gets a new job. Show appreciation Expressing appreciation is a great way to build positive and meaningful professional connections. You could write a letter to show appreciation for several circumstances, such as for someone helping you during your job search, for a colleague helping you at work or to acknowledge a job well done. Make amends If you missed a deadline, showed up late to an interview or made a mistake at work, an apology letter is a good first step toward making amends. By acknowledging your mistake and expressing your regret, you can make a positive impression and start to repair the situation.

Related: How To Start a Professional Letter: Tips and Examples How to write a professional letter Here are the steps you should follow to craft an effective professional letter: 1. List your address. If you're using paper with a professional letterhead, you can skip this step. Otherwise, you should place the address for your organization, school or business in the top, left corner of the page. Since your name and/or title are going to be included in the closing, all you need to provide here is the street address, city, state and ZIP code. 2. Provide the date. Just below your address, you should provide the date you wrote or completed the letter. In the U.S., the formatting for this lists the month, day, then the year. For example, you could write, "Aug. 31, 2021." 3. Identify the recipient's name and address. After skipping a line, you should then list the name and address of the person you are writing to. It's generally best to identify a specific recipient so if you're uncertain, conduct research or call the organization to find out who you should address. 4. Choose a professional greeting. Typically, professional letters use "Dear," as the standard greeting, but there are some that prefer to just use the recipient's name. Unless you know the person and regularly address them by their first name, you should use the appropriate personal title for the person you are writing to, such as Mr., Miss, Ms., Mrs. or Dr., and their last name. If you're unsure of the recipient's gender, it is also acceptable to use the full name instead of a personal title. Whichever style you choose, place a colon after the recipient's name. 5. Write the body. As with most work-related communication, professional letters should be clear and concise. Typically, you should start with a friendly opening statement followed directly by the letter's intent. After that, you should further explain the main point by providing supporting details, background information and justification. The final paragraph should reiterate the letter's purpose and provide some type of call to action. For example, you might say, "Please reach out to me if you have any additional questions or concerns." 6. Include an appropriate closing. At the end of the letter, you should include a professional signoff followed by a comma. Some examples include "thank you," "sincerely" or "regards." After the closing, you should skip four lines to leave room for a signature and then type your name. 7. Proofread your work. Spend some time proofreading the letter to make sure that it is error-free. Reading the letter aloud often gives you a chance to catch spelling and grammatical errors or any unnatural phrasing. Related: How To Write a Professional Email Tips for effectively typing a professional letter Here are some additional tips for writing a professional letter: Format correctly. Professional letters usually use a block format, meaning the contents are left justified and the copy is single-spaced. You then separate paragraphs with a double space. Choose the right font. Times New Roman is always a safe font to use, but there are other options, such as Arial or Calibri, that are also acceptable. If you're writing to a traditional company or person, it's usually best to utilize Times New Roman. Regardless of the font you use, size 12 is considered acceptable and professional. Use the correct voice. Your tone should be respectful and professional, regardless of who you are addressing. Keep it simple. In business, time is valuable, so you must get to the point as quickly as possible. Make sure that your letter is as concise as possible, keeping it between about two to three paragraphs in length. Related: Professional Email Salutations: Tips and Examples Professional letter template Here is a template that you can use to help you type your own professional letter: [Your address] [The date] [Recipient's name] [Recipient's address] Dear [Title and last name of recipient]: [Explain the purpose of the letter and provide any relevant details.] Sincerely, [Your name] Professional letter example You can use this example as a guide for what a professional letter should look like: 1234 Franklin Dr. Sarasota, FL 34237 Oct. 1, 2020 Mason Stramiello 5678 Windhorst Ln. Tallahassee, FL 32303 Dear Mr. Stramiello: I wanted to reach out and thank you for your contribution to our latest client campaign. Your work on the visuals and website redesign is truly stunning, and we have already gotten glowing feedback from the client. It seems they are as thrilled with the end product as we are. I also appreciate the amount of dedication you displayed during this project. You put in some long hours, went above your duties more than once and handled any changes gracefully. It was a pleasure working with you. Don't hesitate to reach out if you ever need a referral or testimonial for your portfolio. Thanks again, Jessi Santos





