

Communication Skills 213

CH2.2. Business Letter

Look at the following document and then label its parts pointed by the arrows.

Enclosure

Subject

Salutation

Letterhead

Reference

Date

Name & job title

Signature

Body

Complimentary
Close

Recipient
Address

ARADOUS MANUFACTURING
P.O Box 98665 - Phone: (00973) 555212
Fax: (00973) 555121 - www.aradousmanf.com

September 25, 20--

Mr. Jaber Jalal
Director of Operations
ABC Corporation
P.O. Box 2134
Manama – Kingdom of Bahrain

Subject: Changing Factory Name

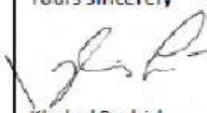
Dear Mr. Jalal:

As our new letterhead indicates, we have recently changed the name of our business from Fort Vancouver Manufacturing to Aradous Manufacturing.

There has been no change in management and we will be providing the same products and fine service on which we have built our reputation in the industry. We would appreciate it if you would bring this announcement to the attention of your accounts payable department and direct them accordingly.

Thank you for being one of our valued customers. We appreciate your cooperation in this matter.

Yours sincerely


Khaled Rashid
President, Aradous Manufacturing

End.

Prepared By: Mrs. Shaikha Sanad AlFudhala