

I'm not robot!

MEMORANDUM ORDER  
No. \_\_\_\_\_, Series 2019

DATE : \_\_\_\_\_  
FOR : MARIA ISABELLE G. CLIMACO  
City Mayor  
THRU : DR. JANE C. BASCAR  
City Human Resource Management Officer  
FROM : (Name of Department Head)  
(Position)  
RE : AUTHORITY TO ATTEND (Training/Other Developmental Activity)

May I respectfully request Her Honor's authority/approval to allow me and/or the following employees to attend the \_\_\_\_\_ (Title of the Training/Other Developmental Activity). The activity will be held from \_\_\_\_\_ (duration of the Training/Other Developmental Activity) at \_\_\_\_\_ (Venue).

Expenses for this training (or other developmental activity) will be charged against the funds of the office subject to the availability of funds and usual auditing and accounting procedures.

Attached are the following:

- Itinerary of Travel
- Invitation Letter

Your favorable approval to this request is most appreciated.

(Name and Signature of the Department Head)

Reference initials

### Company's Formal Letter Format for Meeting Confirmation with Client / Customer / Supplier etc.

[Insert company or personal letterhead, or type your name and address]

January 7, 2016

[Mr/Ms] [First Name] X. [LastName]  
[Position]  
[Company]  
[Department]  
[Division]  
[Address 1]  
[Address 2]  
[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

I write to confirm our meeting about [subject of meeting], scheduled for [date of meeting]. I will [describe anything you will bring or do to prepare for the meeting]. Please [describe anything the reader should bring or do to prepare].

If you have any questions or need to discuss anything before then, please phone me at [phone number]. Otherwise, I will see you at [location of meeting] at [time of meeting].

Sincerely,

[Your Name]  
[Your Position]

[Notations for Enclosures, cc:, etc.]



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XYZ Sdn. Bhd.  
123, Menara Millennium, Jalan Damansara, 50450 Kuala Lumpur,  
Tel: 2094 1234 Fax: 2094 4567 E-mail: enquiry@xyz.com

January 7, 2016

[Mr/Ms] [FirstName] X. [Last Name]  
[Position]  
[Company]  
[Department]  
[Division]  
[Address 1]  
[Address 2]  
[City], [St/Prov], [Country] [ZIP/POSTAL]

**Re: Payment of your invoice # [number of invoice]**

[Salutation]

I have enclosed a [check/money order/draft] for \$[amount of payment] as payment for [describe goods or services being paid for], along with a copy of your invoice number [number of invoice].

Thank you for extending credit to [your own company name]. I look forward to doing business with you again.

Sincerely,

[Your Name]  
[Your Position]

[Notations for Enclosures, cc, etc.]

How to Write Enclosures at the... How to Format for Block Letters How to Indicate Enclosures in a... How to End a Business Letter in... How to Format a Business Letter... Letter Etiquette to Multiple Addressees Personal Business Letter Example How to Cite an Attachment in a... How to Format a Two-Page Business... How to Address Two People in a... How to Address Business Letters... How to Write a Business Reply Letter Business Letter Abbreviations How to End a Formal Thank You Letter January 25, 2018 The NIH Clinical Center is the largest clinical research hospital in the country. Located in Bethesda, Maryland, the center supports... NIH Highlights January 24, 2018 'First in Human,' a three-part documentary series from the Discovery Channel, follows four patients at NIH's... NIH Highlights January 24, 2018 When you volunteer to take part in clinical research, you help doctors and researchers learn more about disease and improve... Clinical Trials October 13, 2017 "First in Human," a new documentary series from the Discovery Channel, follows four patients at NIH's Clinical Center... NIH Highlights Photoshop now comes packaged with the Adobe Creative Cloud along with other programs like InDesign and Adobe Bridge. While the interface has changed over the years, Photoshop remains one of the most powerful image editing tools available. Information in this article applies to the desktop version of Adobe Photoshop CC 2019 for Windows and Mac. When you open an image or create a new document in Photoshop, you'll be taken to the workspace. The interface can be customized, but the default layout consists of four main sections: Main toolbar/Tool options/Toolbox/Palettes If you need help finding a specific tool or panel, select the magnifying glass in the top-right corner to search for it. You'll also have the option to download free graphical assets from Adobe. To reset your Photoshop preferences back to the default settings, hold down Ctrl + Alt + Shift (on Windows) or Command + Option + Shift (on Mac) immediately after launching Photoshop. The main toolbar consists of nine menus: File, Edit, Image, Layer, Type, Select, Filter, 3D, View, Window, and Help. If a menu command is followed by ellipses (...), selecting it will open a dialog box. For example, when you select File > Place Embedded, you'll be prompted to choose another image that you want to embed in the current workspace. The tool options is where you would go to adjust settings for the currently active tool. This toolbar is context-sensitive, which means that it changes according to which tool you have selected. For example, when the Text tool is active, you can adjust the size, font, and alignment of the text. The icons on the left side of the workspace represent the tools you have to work with. Select the arrows at the top of the toolbox (below the Home icon) to expand the toolbar so that you can see all of your options. Hold down the mouse button as you click each icon to reveal a sub-menu of additional tools. Select the ellipses (...) at the bottom of the toolbar to customize your preferences, save different presets, and even change keyboard shortcuts. Some tools share the same keyboard shortcut. For example, the Rectangle Marquee and Elliptical Marquee are both mapped to the M key. To switch between them, press Shift + M. Select the colored squares near the bottom of the toolbar to set the foreground and background colors. The foreground color is used when you paint, fill, and stroke selections. The background color is used when you make gradient fills, to fill in the erased areas of an image, and when you expand the canvas. Foreground and background colors are also used by some special effects filters. Click and hold the screen mode icon in the bottom-right of the toolbar to change the appearance of the workspace. Press the F key to toggle between all three modes. When in either of the full screen modes, you can toggle the menu bar on and off with the shortcut Shift + F. You can also toggle the toolbox, status bar, and palettes on and off with the Tab key. To hide only palettes and leave the toolbox visible, use Shift + Tab. On the right side of Photoshop, you'll see the palette well and several expanded palette panels. Individual palette groups can be moved around the workspace by clicking and dragging the title bar. Select the menu icon in the title bar area for a list of more options. Select Close Tab Group to hide the palette. If you don't see palette you need, select Windows in the main toolbar and choose your desired palette. You can also ungroup and rearrange the palettes by clicking on a tab and dragging it outside of the group or to another group. Some palettes can be resized by clicking and dragging the edges. Several palettes can be joined into one large super-palette. To do this, click and drag a palette over the title bar of another palette, and then release the mouse button. When multiple palettes are grouped together, select the title tab for the palette you want to bring to the front of the group. You can attach several palettes this way to create one massive palette collection. This can be useful if you use multiple monitors and you want to move all your palettes to a second monitor. By docking all the floating palettes together, you can drag them all to the second monitor with one click. The palette well is the vertical column of icons to the left of the floating palette panels. It's a place to keep palettes that you don't want occupying your workspace. To move an open panel to the palette well, simply drag and drop the title bar into the column. You can then expand the palette by selecting its icon from the well. Select the arrows in the top-right corner of the palette panels section to collapse the panels into a side bar menu. Select Window > Workspace > New Workspace to save your workspace settings. When you go to the Window > Workspace in the future, you'll see your new saved workspace at the top of the menu. To return the palettes to their default locations, go to Window > Workspace > Reset. If you open another document while in the Photoshop workspace, a new tab will open under the tool options bar. You can quickly switch between documents by clicking these tabs. Under the image is the status bar, which displays various information about the current document. Select the arrow in the status bar to choose which information to display. Adjust the zoom by selecting View from the menu toolbar, or use the Zoom tool. If you want the document window to resize as you zoom in and out, select Resize Windows to Fit box in the tool options bar. Select Fit to Screen to make the entire image fit within the workspace. To zoom in and out without switching to the zoom tool, hold Ctrl (on Windows) or Command (on Mac) and press the plus (+) and minus (-) keys. Thanks for letting us know! Tell us why! What comes to mind when you hear the phrase business letters? Do white envelopes with fancy letterheads and stuffy writing come to mind? In most cases, you'd be right. Make your letter look professional by using a stylish letterhead template like this one Even if almost everything is done via email nowadays, business letters aren't extinct or considered totally out of style so it still pays to know how to write and format them properly. Parts of a Standard Business Letter Format As you've probably learned in primary school, business letters are composed of different parts. This section covers what's included in each part and the correct business letter format. 1. Sender's Information It's important to know how to address a business letter properly, especially if you're expecting a reply. This section includes your complete address, phone number, and email address. Some people like to include their complete name at the top of this list, but some people think it's redundant because you'll be signing the letter with your name anyway. You don't need to include this if the paper you're using has a letterhead. What to include and formatting: Name Street Address City, State, Zip Code Country (if not in the same country as your recipient) Your Phone Number Your Email 2. Today's Date Spell out the month and include the complete year. Write the month, date, and year if sending a business letter in the U.S., but start the date with the day (e.g. 18 October 2018) if you're sending a letter in the U.K. or Australia. 3. Addressee Information (a.k.a. Inside Address) Include the recipient's information, starting with their name, followed by their job title and complete address. Address the recipient using Ms., Mr., or use any job-appropriate title as necessary Name Job Title Company Street Address City, State, Zip Code Country (optional) 4. Salutation The salutation used in the addressee section doesn't have to be the same as the one used here. It all depends on how close or familiar you are with the address, and the context of your letter. The Dean at the College of Sciences may be your aunt, but if you're writing to her in an official capacity, it's best if you use the salutation "Dear (Last Name)" or "Dr. (Last Name)" because there's a chance that other people handle her correspondence. Military and religious titles should be written as is. Not sure of the recipient's gender? Don't use Mr. or Ms., just write "Dear" followed by their full name. If you don't know who the exact contact person is, "To Whom It May Concern" will do. You can also address the department or group that'll handle your letter, such as "Members of the Hiring Committee" or "Condominium Association Management." Always end the salutation with a colon, not a comma. 5. Body Text The body of the letter is usually composed of one to three brief paragraphs, each with a specific intent and organized for clarity. Introduction. Explains the reason for the letter and what you want to achieve with it. If the recipient doesn't know who you are, you can also mention mutual connections here. Second paragraph. Gives more detail about your request, such as the steps you've taken or fees paid. In case of marketing or job application letters, the second paragraph is where you'll sell the product you're promoting or your application. Third paragraph. Optional and is included in situations where the second paragraph isn't enough to explain the situation in full. Closing The closing includes one or two sentences that request the recipient to take whatever action is requested in your letter, and thanks them for reading your mail. Examples of business letter closing: Please email me at (your email) or call me at (your business phone) to schedule a meeting. Thank you for your consideration. If you need to discuss anything with me or the team, please don't hesitate to call us at (your phone). We're always at your service. Complimentary Close The complimentary close is a sign-off phrase inserted before your signature. You've got lots of options here, but in general you should avoid those that denote appreciation or thanks in letters where you're not requesting anything. Examples Regards Sincerely Cordially With gratitude Kind Regards With appreciation Yours Truly The Signature Sign the letter below the complimentary close. Make sure to leave at least four single spaces between your name and closing so there's enough room for your signature. You may want to include your job title, phone number, and email address below your full name too. Enclosures Before the age of email, people wrote "Enclosures" at the bottom of business letters to indicate that the envelope includes other documents. Think of it as the print version of "see attachment" for emails. Enclosures are noted at the bottom left of the letter, a couple of spaces below your signature, followed by a list of the documents included. For example: Enclosures: 3 Types of Business Letter Formats Business letters usually come in one of three main formats, full block, modified, or indented. While there's no right or wrong format, there are instances like in university applications, where a specific format is required. If you're not sure which format to follow, just check previous letters you've received from the institution and follow the same formatting. 1. Full Block Full block is the most common format for business letters because it's the easiest one. You don't have to worry about indents and everything is left justified. Single spacing is used instead of indents for new paragraphs. Below is an example of a full block letter from the University of North Carolina Writing Center: 2. Modified The modified format is a bit hard to remember because not everything is left-justified. The addressee, salutation, and the body of the letter are left justified, while the sender's address, date, complimentary close, and signature are aligned to the right. In the example below, there are two spaces between the sender's address and the date when the letter was written and three spaces between the recipient's address and salutation. There are also two spaces between the first paragraph of the letter body and salutation and two spaces for every new paragraph. The complimentary close, signature, and the last paragraph of the letter are all two spaces apart. Below is an example of a business letter in modified format from Savvy Business Correspondence: 3. Indented The indented or semi-block format is similar to the modified format, except that the start of every paragraph is indented. Business Letter Formatting and Design Tips Your business letter needs to make a good first impression, because in some cases reading that letter will be the first time the recipient "encounters" your company. 1. Professional Letterhead Companies aren't the only ones who can use letterheads. Solopreneurs, job applicants, and anyone who wishes to make a brand for himself can use a letterhead to make their letters unique. Letterheads can also be used to verify the document's authenticity to the recipient, which is often the case for government letters and bank letters. You can find professional letterhead stationery templates on Envato Elements or GraphicRiver. Letterhead design varies, the only thing that's consistent is that it must include your company's name and logo, address, and contact information. If you don't have a logo or company name, just replace this with your full name. Since business letters are formal, choose a letterhead design that's not too busy or colorful that it detracts from the message you're sending. Don't use stationery or scented paper. Want to create your own letterhead? Check out these templates from Envato: 10 Business Letterhead Design Tips (With Killer Brand Identity Examples) 2. Business Letter Margins It's good to save trees, but don't squeeze too much text into one page that there's no margin left. Leave 1" to 1.5" per side. 3. Plain Font Avoid fancy fonts and hard to read cursive. Stick to Verdana, Arial, Courier New, or Times New Roman with a minimum font size of 12. 4. Formal Letter Spacing Use single space between paragraphs to make the letter easier to read. You should also use at least one single space between all elements of the letter, except between your signature and printed name where four line breaks are required. 5. Second-page Letterhead for Additional Pages Business letters should be concise enough to only need one page, but that's not always the case. Legal contracts, complaints, and some advisory letters sometimes require additional pages. To avoid confusion in case the letter pages get separated, the second and subsequent pages should include a letterhead and a page number at the top. You may also want to include the date and recipient's name. Types of Business Letters Business letters are sent for all sorts of reasons. Businesses send it to their customers or to other businesses they work with, such as vendors or logistics partners. Individuals write business letters for business and less formal purposes too. Here are some examples of types of business letters: 1. Letter of Complaint Not all complaints can be aired and addressed properly on social media, some topics are a little sensitive or embarrassing you don't want to run the risk of it going viral. Then there are complaints where a call to the company's customer service hotline isn't enough. For all these complaints, a printed letter of complaint is the answer. Make your complaint brief, to the point, and polite. Don't just make it about what the company did wrong tell them exactly what you want them to do about it. 2. Resignation Letter A resignation letter is what an employee sends to their boss when they want to quit their job. In most cases, you'll need to allow at least 14 days or two weeks before your official departure date from the company. Below is an example of a resignation letter from American Recruiters: Note: If you don't know the gender of the person who'll receive your letter it's better to use a generic greeting like "to whom it may concern" than to use "Mr./Ms." or "Sir." 3. Cover Letter A printed cover letter is sent along with a resume to briefly explain why you're a good candidate for the job. Good cover letters are like appetizers in a sense that it gives recruiters a sense of what they can expect from you, without necessarily repeating what's already on your resume. Read these guides for more information about writing a cover letter: How to Write a Cover Letter: The Ultimate Guide 20 Cover Letter Examples for Your 2022 Job Search 22 Email Cover Letter Tips: With Easy to Follow Samples 4. Recommendation Letter Recommendation letters are sent to verify an applicant's good standing with a previous employer or manager. In some cases, these recommendations are nothing more than a template generated by someone from HR after filling in the blanks about an employee's start and end date. If you're writing a cover letter for a good employee, however, it's better if you go beyond the template to show that you appreciate the time you worked together. Check out this guide if you need any help with writing a recommendation letter: How to Write an Excellent Letter of Recommendation (+Templates) 5. Letter to Request information Letters requesting for information are often sent to businesses by individuals or representatives of other businesses when they want information on a particular product or service. These letters can also be written to government offices when requesting information about applying for a permit or inquiring about a government procedure. Below is an example of a letter to request information from Word Mart: Note: If you don't know the gender of the person who'll receive your letter it's better to use a generic greeting like "to whom it may concern" than to use "Mr./Ms." or "Sir." 6. Adjustment or Change Letter Have you ever received a letter stating your phone bill's due date was adjusted, or that the amount you're paying has been changed? That's an adjustment letter. It's not all about dates and amounts though, adjustment or change letters are also sent when businesses want to notify customers about changes in the product or service they bought. Below is an example of a due date adjustment letter from Corporate Finance Institute: 7. Business Announcements and Invitations Stockholder letters, new product announcements, and charity events are business letters. Letters announcing a new CEO, an IPO, and even those inviting you to a convention also fall under business announcement letters. These letters are either sent as an internal memo so all employees are aware of changes within the company, or as an announcement to company stakeholders. Here's an example of a business invitation for an educational seminar from Letters.org: Note: If you don't know the gender of the person who'll receive your letter it's better to use a generic greeting like "to whom it may concern" than to use "Mr./Ms." or "Sir." Tips on Writing Business Letters Using the right justification and including all the right elements isn't enough for a good business letter. Even more important is to strike the right tone and ensure that your recipient understands your letter's intent. Keep the following tips in mind next time you write a business letter. 1. Short and Simple Avoid highfalutin words and flowery descriptions. Keep the first paragraph brief. If you're not sure how to start, just write "I'm writing in reference to..." then explain your request from there. 2. Reader's Benefit It's easier to get the recipient's cooperation if you write a letter with their benefit in mind. Emphasize what you can do offer them instead of what you want them to do. 3. Right Tone What's the purpose of the letter you're sending? Are you expressing thanks, sympathy, or demanding payment for debt? Whatever it is, you've got to establish the right tone so the recipient understands the urgency of your request. 4. No Jargon Avoid jargon unless you're absolutely sure the recipient will understand what you're talking about. 5. Use of Personal Pronouns Even if this is a business letter, it's okay to use personal pronouns like you, I, we, and us. Stick with "I" if you're writing based on your opinion, and use "We" if you're writing on behalf of the company. 6. Add CC When Needed Did you know that "CC" means courtesy copy? Back in the day when letters were typewritten, "CC" meant carbon copy because that's what typists use when making duplicates. Either way, this is the abbreviation you should include below the enclosure line if you plan to send a copy of the letter to someone else. If you're sending a courtesy copy to more than one person, list the second name underneath the first without the "CC." Example: "Cc: Mark Smith, Chief Financial Officer XYZ Widgets" The Format for Email Business Letters According to texting experts, Text Request, only 20% of emails are opened and 95% of texts are read within three minutes of receipt, while a huge amount of mail gets lost or trashed immediately, it's no wonder some businesses go as far as sending correspondence via print and email followed by a shortened version as a text, just to ensure the recipient gets it. To maintain an air of formality while adapting to the digital medium, the formatting and all elements of the printed business letter are still included in an email business letter, except for two small differences. The subject line serves as a letter summary or an indication of what the letter is about. The sender's information is located at the bottom of the letter, just below the printed name of the sender. To learn more about how to format email messages study the following tutorials: How to Master Proper Business Email Format - and Avoid Professional Disaster How to Properly Write a Formal Email (That Gets Results) Write a More Effective Email (15+ Best Tips & Tricks) Send Wisely Use a business envelope if you're sending a letter via post. Use an envelope with your company's logo so the recipient can immediately recognize it's from your company and to prevent your letter from getting trashed along with other promotional junk they receive. If you're not sure whether your handwriting is legible, use your printer and word processor to print the address on the envelope. Send important documents and time-sensitive letters via courier. Now that you've learned how to format a letter, you can start sending out your own business letters. Editorial Note: This content was originally published in 2018. We're sharing it again because our editors have determined that this information is still accurate and relevant.



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