



Business Messages

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GLOSSARY

Business messages

Business messages are messages written in the form of letters, memos, reports, etc. to achieve business goals.

Complimentary close

This is a formal yet polite way of closing the letter with a respectful phrase.

Copy Circulation

Copy Circulation refers to copies of a letter to be sent to some other people other than the actual receiver.

Heading

Heading of a business letter has the name and postal address of the firm, e-mail address, web-site address, telephone number, logo of the firm and so on of the sender.

Inside Address

Inside Address refers to the name and address of the receiver.

Memo

Memo is an official message circulated from one person to another in the organization.

Project report

Project report refers to the document prepared after the detailed study and analysis of various aspects of a task assigned over a specific period of time.

Receiver

Receiver refers to the one who receives business letter.

Reference initials

Reference

initials refer to the initials of the person who has dictated the letter followed by the initials of the person who has typed the letter at the end of the letter, close to the left margin.

Sender

Sender refers to the one who writes business letter.