



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT: INFORMATION PROCESSING

LEVEL: N4

MODULE NO 9: BUSINESS LETTER

TOPIC

After completing this topic, you will be able to:

- Construct a proper business letter

TOPIC

Content

- Business letter ...

Business letter

- **BUSINESS LETTER CONTAINS THE FOLLOWING:**
 - Letter head of the business (details of the business)
such as address, telephone number, e- mail and logo of the company
 - Date
 - The receiver's address (typed in single line spacing)
 - Salutation (Dear sir/ madam/ prof/ Dr e.t.c
 - Subject (in capital letters
 - Contents
 - Conclusion

Business letter