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memo, fax, email

Correspondence could
be in the manner of
simple communication
between contacts, or
formal information
being exchanged.

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correspondence your

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business should be
closely managing is:-
Emails - Important files
- Architects
instructions or
blueprints - Change
orders - Requests for
information - Letters,
faxes, or
memorandums

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The 5 most common types of business correspondence include internal correspondence, external correspondence, sales correspondence, personalized correspondence, and circulars. 1. Internal Correspondence.

Internal correspondence is a written communication between the employees, units,

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departments, and
branches of the same
organization.

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**5 Common Types Of
Business**

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Business letters, emails
and memos will be for
quite a while very
widely used types of
business

correspondence. Faxes
are still there, too, and
the following 10 years
or so will show whether

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they will totally blend with email. Who knows, we might even have new types of business correspondence a few years from now.

Types of Business Correspondence in the Contemporary Office

Business correspondence or business letter is a written communication between two parties.

Businessmen may

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write letters to supplier of goods and also receive letters.

Business Studies 156 from the suppliers.

Customers may write letters to businessmen seeking information about

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pitfalls Dozens of
additional sample e-
mail formats to meet
today--s

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thoughts and

composing even ...

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