

Template: Improving Your Business Grammar

[Your Company's Letterhead or Logo]

Subject: **[Title of Your Business Document/Email]**

Dear **[Recipient's Name]**,

I hope this message finds you well.

I am writing to [state the purpose of your communication]. It is crucial that we maintain clear and professional communication to ensure [specific goal or outcome].

Introduction:

Start with a clear introduction that outlines the purpose of the communication. For instance, "I am writing to inform you about our upcoming project and the steps we need to take to ensure its success."

Body:

- Key Points:

Use short, clear sentences.

Ensure proper subject-verb agreement.

Example: "The team is ready to start the project on Monday."

- Actions Required:

Use active voice to specify actions.

Example: "Please submit your reports by Friday."

- Details:

Include relevant details using simple verb structures.

Example: “We will meet every Monday to review progress.”

Conclusion:

Summarize the main points and include a call to action.

Example: “Thank you for your attention to these details. I look forward to your prompt response. Should you have any questions, please do not hesitate to contact me.”

Closing:

Use a professional closing statement.

Example: “Best regards, **[Your Full Name] [Your Position] [Your Contact Information]**”