

## Are Types of Letters →

- ① Sales Letters → Sales letters are written to promote sale and good and service by the manufacturer and service provide.
- ② Credit Letters → Credit letter to Letter written for this purpose is promising payment in full called a credit letter.
- ③ Letter of inquiry → Letter is ~~write~~ written by a customer for making enquiry about service.
- ④ Letter of quotation → sell or service provides for written.
- ⑤ Letter of order → The letter is written for buying product.
- ⑥ Letter of claim and complaint → This letter written for bring mistakes by service provide.
- ⑦ Letter of adjustment → Letter of regret.