

Common Types of Business Communication

BUSINESS-TO-BUSINESS LETTERS

[Appreciation letter](#) - thanking a conference speaker.

[Business introduction letter](#) - introducing yourself or a service.

[Business letter](#) - confirmation follow-up after business meeting.

[Business memorandum](#) - internal memorandum to employee.

[Business thank you letter](#) - to another company for assistance.

[Congratulations letter](#) - to a former employee.

[Contract letter](#) - request to expedite payment.

[Contract letter](#) - notification of audit.

[Cover letter](#) - transmit annual report to a business.

[Donation letter](#) - typical fundraising solicitation letter.

[Fundraising letter](#) - request business donation for school project.

[Invitation letter](#) - invite conference speaker.

[Letter of commendation](#) - commend an employee.

[Letter of credit](#) - construction project guarantee.

[Letter of introduction](#) - to introduce professional contact.

[Letter of interest](#) - to participate in a project.

[Letter of recognition](#) - to recognize and thank a speaker.

[Letter of reference](#) - business customer reference.

[Performance evaluation letter](#) - medical residency candidate.

[Recommendation letter](#) - former employee - marketing job.

[Reference letter](#) - former employee - sales job.

[Sympathy letter](#) - death of long-time employee.

[Termination letter](#) - when terminating an employee

BUSINESS-TO-CUSTOMER LETTERS

[Apology letter](#) - customer service error.

[Collection letter](#) - third notice letter in a standard series.

[Contract letter](#) - request for more information.

[Cover letter](#) - transmit franchise application forms.

[Donation letter](#) - hospital fundraising campaign.

[Follow-up letter](#) - after customer's initial visit.

[Invoice letter template](#) - for professional services.

[Letter of acceptance](#) - mortgage application accepted.

[Letter of appreciation](#) - to special customer list.

[Letter of condolence](#) - death of customer and friend.

[Letter of invitation](#) - for special event.

[Letter of rejection](#) - turned down for loan.

[Marketing letter](#) - to promote a conference event.

[Rejection letter](#) - to unsuccessful job applicant.

[Sales letter](#) - to promote a product or service.

[Welcome letter](#) - to welcome a new customer