

Optional parts of a business letter

Enclosure:

The meaning of enclosure is to attach some documents with the letter. Enclosures are related documents sent with a letter such as; bills, cheques, quotations, brochures, price-lists etc. which have been mentioned in the letter and are sent as enclosures. The abbreviation of enclosure is 'Encl.'. it is not a regular part of the layout of a business letter. It is written only when some documents are to be sent with the letter. If there are many enclosures, they are numbered and placed behind the letter in the order of their serial number. It is written at the bottom left of the letter, after the signature. The enclosure line is very useful to the recipient of the letter. By reading the enclosure receiver comes to know that some more documents have been sent with the letter. If you wish the reader to return any of the documents, type/ Write RETURN after the item.

Post Script:

Postscript (postscriptum) or P.S. means something written outside the main script it is a bit of writing, not more than three lines, added to the letter after the signature and after enclosures. Writing a post script indicates that the writer had forgotten to include something important in the body of the letter or bit of information which is not a part of main message of the letter. It is often written in hand at the time of signing the letter. It is also used to add a friendly personal note to a formal letter. It enables the writer to establish personal contact.

Superscription:

In commercial correspondence the word superscription refers to anything that is written on the envelope. The meaning of subscription is "Something written outside". As it is written outside, it includes the sender's address and the recipient's address as well. Sometimes in response to advertisements for jobs, candidates are advised to superscribe their applications.

Identification line / Reference Initials:

The reference initials refer to the person who has dictated the letter and the person who has typed out the letter. This line appears two spaces below the last line of the signature, on the left hand side of the paper sheet. In modern institutes the signatory may not be the person who has drafted the letter. The letter must have been typed out by the typist and it might be drafted by third person so identification line enables us to know the name of the person who has drafted the letter and the person who has typed out the letter.

e.g. KMP/RJS

The first initial is that of the person who has drafted the letter and the second one is the person who has typed out the letter. Identification is helpful if any disputes are found. So if there is any typographical error found out then the typist is to be held responsible. If there is any error regarding contain of the letter found out then the person who has drafted is to be held responsible