As the name suggests, a business letter is a communication medium preferred in the business environment. The thing which differentiates the business letters from the ordinary letters is the formal approach which they carry. There are different types of business letters used at different times. Application letters are made while applying for a job, tender, etc. The appointment letters are the replies to these application letters. The contract letters are the ones which are used while sharing the details of a contract.

The complaint or the grievance letters are the most commonly used ones in any business. Cancellation letters are used for the purpose of cancelling a rendezvous, a deal, etc. There are other business letters like letters for promotion, for congratulations, for condolences, etc. The formal approaches in which all these letters are dealt with are in form of Business Reply letters. All these letters make up for business communication.